

Procedure for Shipping ILL Items to non-OWLSnet Libraries (Using the Pink Cardstock NFLS ILL Transit Slips)

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To order more slips, use the order forms on the NFLS delivery webpage or contact NFLS:

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“ILL” is referred to here as any item borrowed from or lent to a non-OWLSnet library.

When your library is the ILL Borrower:

- 1) Include the request paperwork that the lender sent with the item.
 - Put the Wiscat shipping label/request paperwork inside the item (and not sticking out). For CDs, DVDs and smaller items, secure the request paperwork on the front of the item. Use removable tape as needed.
 - If the lender’s paperwork didn’t include the Wiscat shipping label/request paperwork, print a copy of the Wiscat shipping label from Wiscat. Optional: Fill out and include an [SCLS routing label](#) (refer to the [SCLS Wisconsin statewide delivery network](#)).
- 2) Include the pink cardstock NFLS ILL transit slip.
 - Insert the slip inside the item so that “NFLS” is sticking out of the item, or, attach the slip to the front of the item using removable tape (with the request paperwork underneath).
- 3) Secure the item with a rubber band. Use removable tape as needed.
- 4) Put the item in a tub or bag labeled to Waltco Sort or NFLS.

When your library is the ILL Lender:

- 1) Include the Wiscat shipping label/request paperwork* with the item.
 - Put the request paperwork inside the item (and not sticking out). For CDs, DVDs and smaller items, secure the request paperwork on the front of the item. Use removable tape as needed.
- 2) Include the pink cardstock NFLS ILL transit slip.
 - Insert the slip inside the item so that “NFLS” is sticking out of the item, or, attach the slip to the front of the item using removable tape (with the request paperwork underneath).
- 3) Secure the item with a rubber band. Use removable tape as needed.
- 4) Put the item in a tub or bag labeled to Waltco Sort or NFLS.

* = If the item is for a non-Wiscat library (and was requested via email or fax), the email or fax is the request.

- Print a copy of the email or make a copy of the fax as the request paperwork to send with the item to the borrowing library.
- Fill out and include an [SCLS routing label](#) (if the borrowing library is on the [SCLS Wisconsin statewide delivery network](#) and the item doesn’t need to be mailed).