

Interlibrary Loan Guidelines for all NFLS Libraries

-All Interlibrary Loan items must have a Pink NFLS ILL Transit Slip

- Tuck the Pink NFLS ILL Transit Slip inside the item or on the outside of Routing envelopes
- Rubber band the item for transit or put in routing envelope
- No tape can touch the item
- When filling out the routing envelopes, all previous entries should be crossed out

-Items can be bundled together ONLY if

- They are the same size and type
- Each item must have its own transit slip
- Bundles cannot be more than three inches high

-Wiscat paperwork

- Tuck Wiscat Shipping Labels inside
- No need to print the Wiscat request

-Waltco requires Transit Slips

- See the “Transit Slips and Tub Tags” section on the delivery page of the NFLS website for accepted Transit Slips
(<http://www.nfls.lib.wi.us/nfls-owlsnet-libraries.html>)

-Questions?

- Contact [Holly Handt](#) for Delivery questions
- Contact [Megan Theys](#) for all other ILL related questions