

October 26, 2018

Hello,

I am sending a supply of padded envelopes, along with this letter to all of the Nicolet Federated Library System member libraries. We are going to try something that I hope will cut down or eliminate cracked, damaged cases going through delivery.

When you send an Interlibrary Loan CD, DVD, or something fragile through delivery that belongs to your Library, please use one of the padded envelopes. It's just to protect your items. The envelope then follows the item through delivery.

1. Please do not write on the outside of the envelopes, so we can reuse them.
2. Keep all paperwork inside the item.
3. Put the NFLS Pink Transit Slip on the outside of the padded envelope.
4. Only use removable tape
5. If you need more envelopes, please contact Holly Handt at Nicolet; 920-448-4410 Ex. 7 or hhandt@nflsoffice.org

Thank you,
Holly Handt

Nicolet Federated Library System
1595 Allouez Ave., Ste. #4
Green Bay, WI 54311
920-448-4410
www.nfls.lib.wi.us