

Van Delivery Labels from the NHAIS ILL System

From the ILL Administration Menu you can “Print Shipping Labels.” This is what those labels, which print on a full 8.5 x 11 sheet of paper, look like:

DELIVERY	RETURN
TO:	TO:
Route To: TRAINING BIRCH PUBLIC LIBRARY	Route To: TRAINING LILAC PUBLIC LIBRARY FOR FINCH MUSEUM LIBRARY
Date: 09/17/2019	Date:
For: Training Birch Public -, - 00000 USA	For: Training Lilac Public Library FOR Finch Museum Library -, - 00000 USA
Pick up: Training - Birch Public	
FROM: Training	FROM: Training
ILL No: 0084	ILL No: 0084
	
Lender: Training	Author: Wheeler, Sara.
Author: Wheeler, Sara.	Title: Travels in a thin country : a journey through Chile
Title: Travels in a thin country : a journey through Chile	Notes:
Due: 10/29/2019	
Notes:	
PATRON: PLEASE DO NOT REMOVE SHIPPING SLIP FROM ITEM	

When using these slips:

- Fold the sheet in half lengthwise and make sure the relevant side is sticking out of the top of the item with the address to where it is going FACING the FRONT of the item.
- Cross out the “DELIVERY” side of the slip when returning the item.
- Use at least 2 rubber bands to secure the slip in the item.

All materials sent on the NHSL van system must have labels indicating where they are going. You may print labels from the NHAIS ILL System or use your own pre-printed van slips. Details on how to format your own slips, and other rules about using the NHSL Van Delivery are at https://www.nh.gov/nhsl/services/librarians/van_delivery/index.html.

9-17-19