

# How to Identify and Review ILL Paging Slips:

*EXAMPLE: This is an example of a **TYPICAL** ILL paging slip:*

IFLS LIBRARY SYSTEM  
1538 TRUAX BOULEVARD  
EAU CLAIRE WI 54703-1569  
715-839-5077

04-2

"IFLS LIBRARY SYSTEM" will always be listed at the top of ILL paging slips.

MINITEX ILL  
15 ANDERSEN LIBRARY-UNIV OF MN  
222 21ST AVE SOUTH  
MINNEAPOLIS MN 55455-0439

The ILL "patron" is listed here.

**\*Always CHECK OUT the item to this ILL patron in Sierra.\***

**Do not place the item In Transit.**

PAGING SLIP: Please pull the following item, check it in, and forward it to the PICKUP AT location indicated below. (For "Checkout to ILL," follow ILL procedures.)  
If the item is unavailable, please transfer the hold to an available copy.

AUTHOR: Obata, Yuki.  
TITLE: We were there. Vol. 1  
CALL NO: YA PB Oba  
BARCODE: 39425001933864  
STATUS: AVAILABLE  
~~LOCATION: River Falls YA CN~~  
PICKUP AT: Checkout to ILL Staff use only  
NOTE: (MINITEX) #2974399  
OPACMSG.

The pickup location will always be "Checkout to ILL. Staff use only." for ILL paging slips.

**Always CHECK OUT the item to this ILL patron in Sierra.**

**\*Always check the NOTE field.\***

- For this request, the delivery hub abbreviation is listed in parentheses, followed by the WISCAT request number.
- **Please route the item to the delivery hub listed using a pink out-of-system courier flag.**
- **Refer to [this example](#) (and at the end of this document) to ensure the pink flags are filled out correctly.**

Please include the paging slip with the item when routing in the courier.

**EXCEPTION #1: Item *DUE DATE* needs to be *CHANGED* in Sierra (and item routed in the courier):**

IFLS LIBRARY SYSTEM  
1538 TRUAX BOULEVARD  
EAU CLAIRE WI 54703-1569  
715-839-5077

04-2

"IFLS LIBRARY SYSTEM" will always be listed at the top of ILL paging slips.

SHEBOYGAN PUBLIC LIBRARY ILL  
710 N 8 ST  
SHEBOYGAN WI 53081-4505

The ILL "patron" is listed here.

**\*Always CHECK OUT the item to this ILL patron in Sierra.\***

**Do not place the item In Transit.**

920-459-3400 ext 2048

PAGING SLIP: Please pull the following item, check it in, and forward it to the PICKUP AT location indicated below. (For "Checkout to ILL," follow ILL procedures.) If the item is unavailable, please transfer the hold to an available copy.

AUTHOR: Johnston, Tony,  
TITLE: The harmonica  
CALL NO: J Johnston Tony  
BARCODE: 30532000241322  
STATUS: AVAILABLE  
~~LOCATION: Ladysmith Juv Fiction~~  
PICKUP AT: Checkout to ILL Staff use only  
NOTE: (MO) #2977220 DUE DATE: 6/30/23  
~~OPACMSG:~~

The pickup location will always be "Checkout to ILL. Staff use only." for ILL paging slips.

**Always CHECK OUT the item to this ILL patron in Sierra.**

**\*Always check the NOTE field.\***

- For this request, the delivery hub abbreviation is listed in parentheses, followed by the WISCAT request number.
- If the ILL patron has requested a different due date, the requested date will appear here as "DUE DATE \_\_\_\_."
- **Please change the due date in Sierra when checking the item out to the ILL patron.**
- **Route the item as indicated in the first example using a pink out-of-system flag.**

Please include the paging slip with the item when routing in the courier.

## EXCEPTION #2: Item needs to be **MAILED** via USPS:

IFLS LIBRARY SYSTEM  
1538 TRUAX BOULEVARD  
EAU CLAIRE WI 54703-1569  
715-839-5077

05-02

"IFLS LIBRARY SYSTEM" will always be listed at the top of ILL paging slips.

GREENE COUNTY PUBLIC LIBRARY ILL  
2656 INDIAN RIPPLE RD BLDG 90  
BEAVER CREEK OH 45440

The ILL "patron" is listed here.

**\*Always CHECK OUT the item to this ILL patron in Sierra.\***

**Do not place the item In Transit.**

PAGING SLIP: Please pull the following item, check it in, and forward it to the PICKUP AT location indicated below. (For "Checkout to ILL," follow ILL procedures.) If the item is unavailable, please transfer the hold to an available copy.

AUTHOR: O'Donnell, Jodi.  
TITLE: The rancher's daughter  
CALL NO: PB ROM ODO  
BARCODE: 30442001656790  
STATUS: AVAILABLE  
~~LOCATION: Popin Pbk Romance~~  
PICKUP AT: Checkout to ILL Staff use only  
NOTE: (PLEASE MAIL) IL: 219134595  
OPACMSG:

The pickup location will always be "Checkout to ILL. Staff use only." for ILL paging slips.

**Always CHECK OUT the item to this ILL patron in Sierra.**

**\*Always check the NOTE field.\***

- **"(PLEASE MAIL)" indicates the item should be mailed to the address listed in the ILL patron record.**
- For this request, the "IL" number is the OCLC request number used for staff reference.

Please include the paging slip with the item when mailing it.

# Out-of-System Courier Flag Example (printed on pink paper)

Route to Prairie Lakes  
(System Delivery Hub)

For Beloit Public Library  
(Receiving Library)

Date 1-19-23

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From Chippewa Falls PL

Wisconsin Libraries Delivery Network

\_\_\_\_\_

Wisconsin Libraries Delivery Network

\_\_\_\_\_ From

\_\_\_\_\_

\_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

For \_\_\_\_\_  
(Receiving Library)

For \_\_\_\_\_  
(System Delivery Hub)

**IFLS**

Write the **System Delivery Hub** here. Find delivery hub locations in the ILL patron record in Sierra (Address 2 and Note fields) and the [SCLS Delivery Network List](#).

Write the Receiving Library's name here and include today's date.

Write your library's name here.

### MINITEX Example

Route to Minitex  
(System Delivery Hub)

For Minitex  
(Receiving Library)

Date 1-19-23

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From Chippewa Falls PL

Wisconsin Libraries Delivery Network

\_\_\_\_\_

Wisconsin Libraries Delivery Network

\_\_\_\_\_ From

\_\_\_\_\_

\_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

For \_\_\_\_\_  
(Receiving Library)

For \_\_\_\_\_  
(System Delivery Hub)

**IFLS**

For items going to MINITEX, **both** the System Delivery Hub and the Receiving Library will be "MINITEX."

**REMINDER:** Be sure to insert the slip into the item with the **top sticking out** to ensure the item is routed to the correct location.