

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

Notes _____

Date _____

For _____
(Receiving Library)

Route to _____
(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

Notes _____

Date _____

For _____
(Receiving Library)

Route to _____
(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.