DELIVERY PROCESS PROCEDURES

BEGIN HERE

ITEMS DETAILED TO FILL HOLD REQUESTS

IS THE HOLD FOR A 3 LETTER CODE (MEMBER) LIBRARY, AN OFFLINE ILL LIBRARY OR A CORRECTIONAL FACILITY?

FOR A 3 LETTER CODE (MEMBER) LIBRARY, THESE ARE LIBRARIES THAT ARE MEMBERS OF THE SEO CONSORTIUM.

LOCATE THE APPROPRIATE CARGO LABEL FOR THAT 3 LETTER CODE (MEMBER) LIBRARY AND SEND ITEMS VIA PRIORITY DISPATCH.

FOR AN OFFLINE ILL LIBRARY, THESE ARE LIBRARIES THAT ARE NOT MEMBERS OF THE SEO CONSORTIUM.

CHECK THE ITEMS OUT TO THE OFFLINE ILL LIBRARY, LOCATE THE APPROPRIATE CARGO LABEL FOR THAT OFFLINE ILL LIBRARY, AND SEND ITEMS VIA PRIORITY DISPATCH.

FOR A CORRECTIONAL FACILITY, DO NOT CHECK THE ITEMS OUT TO THEM. SEND THE ITEMS TO SEO VIA PRIORITY DISPATCH.

TO:
3 LETTER CODE (MEMBER) LIBRARY

TO:
SEO

TO:
OFFLINE ILL LIBRARY

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