

MHLS ACTION MEMO

#07-13

TO:	MHLS Member Library Directors
FROM:	Rebekkah Smith Aldrich, Coordinator of Member Information
DATE:	November 15th, 2007
RE:	Bulk Order of Delivery Slips

Background:

MHLS member libraries use delivery slips to route items through the delivery system to other libraries. Libraries may order delivery slips, on an as needed basis, through the MHLS Online Material Request Form [http://midhudson.org/forms/material_request.htm] in packets of 200.

Issue:

In order to meet the needs of member libraries in an efficient way (and to streamline the management of our print inventory), we offer members the opportunity to order delivery slips in bulk. Libraries may continue to place orders through the Online Material Request Form to bridge any gaps between bulk order opportunities.

Action:

Use the order form below to place an order for delivery slips.

Deadline:

Return your completed order form to Kerstin Cruger, Public Service Team Assistant by **December 17th, 2007**.

Library Name: _____

Contact Person: _____

e-mail address: _____

Amount Requested:

- | | |
|-----------------------------|------------------------------|
| <input type="radio"/> 1,000 | <input type="radio"/> 10,000 |
| <input type="radio"/> 2,500 | <input type="radio"/> 15,000 |
| <input type="radio"/> 5,000 | <input type="radio"/> 20,000 |

Return to: Kerstin Cruger @MHLS by Monday, December 17th
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