

# MHLS ACTION MEMO

#07-08

TO:	<b>MHLS Member Library Directors</b>
FROM:	<b>Rebekkah Smith Aldrich, Coordinator of Member Information</b>
DATE:	<b>June 1, 2007</b>
RE:	<b>Bulk Order of Delivery Slips</b>

## 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](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 **June 22<sup>nd</sup>, 2007**.

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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 |

<b>Return to: Kerstin Cruger @MHLS by Friday, June 22<sup>nd</sup>, 2007</b>
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