
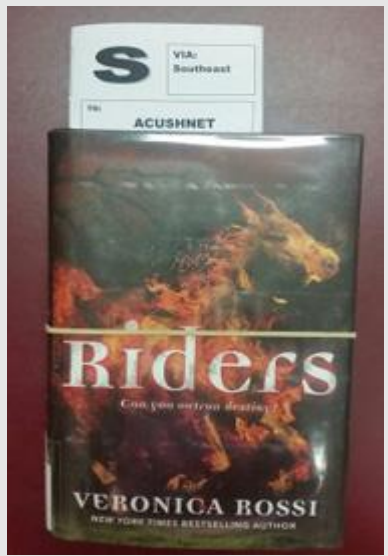

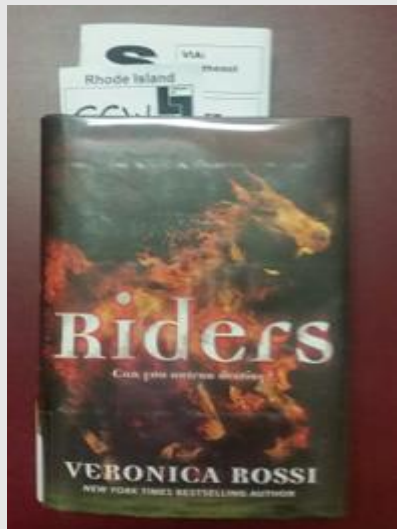





Best Practices: Interstate Delivery

Below are examples of best practices when placing items in the MLS/RI Interstate Delivery System. Good practices will lead to items reaching their proper destination in a timely fashion. Bad practices cause delays and lost items in the system.

For items going through the MLS/RI Interstate Delivery, please follow the procedures below:

		
 <p>RI to MA, fold return RI slip and place inside</p>	 <p>To MA with town or library name showing</p>	 <p>To RI, 3-letter code showing</p>
		
 <p>2 slips showing and no elastic band</p>	 <p>LORI slip outside could slide out and be lost</p>	 <p>MA slip outside could slide out and be lost</p>

When sending items to Massachusetts, the RI delivery slip should be folded to prevent the return code from showing and placed securely in the middle of the item firmly against the spine or inside the case to be used for returning the item. (*slips alphabetically by city/town or institution name*)

Place Massachusetts' Custom filled Out S-route Slip firmly in spin/case with the top clearly showing "S via southeast" and "town/institution name."