



Date: October 13, 2016

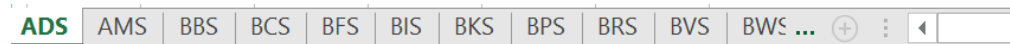
To: SWAN Member Libraries

From: Kate Boyle, Member Services Manager

Re: In-Transit Items over 30 days or longer

There have been a number of libraries reporting an increase in the number of their items that have been In-Transit for 30 days or longer. In order to provide the RAILS delivery contractor (CTS) with accurate statistics of these potential losses, SWAN staff have generated a report for our libraries.

The In-Transit items included in the attached report have been In-Transit for 30 days or longer. In order to clear up any outstanding items, we are asking you to look at the attached Excel document and find your library three letter code among the spreadsheet tabs along the bottom of the page.



Once you have located the spreadsheet for your library you can view your list of items. These are items that are either In-Transit **to** or **from** your library.

PAGE-BY: Item Library Code: ADS ▼

Item Collection	Item Call Number	Catalog Title	Item Barcode	Transiting Library	Item Type	Trans Hist Data Code Desc	Date Set in Transit
NEW_JUV	EASY LAMARCHE, J	Pond /	31804002694691	ADS	BOOK	transit from	2016-09-13
				OZS	BOOK	transit to	2016-09-13
	EASY SIRETT, D. BOARD BOOK	Wild animals /	31804002692778	ADS	BOOK	transit from	2016-08-16
				TFS	BOOK	transit to	2016-08-16
NEW_YA	YA FIC MCGEE, K	The thousandth floor /	31804002694360	ADS	BOOK	transit from	2016-09-12
				BYS	BOOK	transit to	2016-09-12
		The elegant universe : superstrings, hidden		ADS	BOOK	transit	2016-

How to proceed:

- Beginning by checking your shelves for any listed item
- If you locate an item on your shelf, please check the item in and re-shelve it if it is your item
- If the item is not yours still check it in, place a new routing slip on the item, and send it back to either the owning library or the library that has a hold on the item.
- After you have completed checking your library list, please fill out our completion form at

<https://fs8.formsite.com/SWANServices/form222/index.html>