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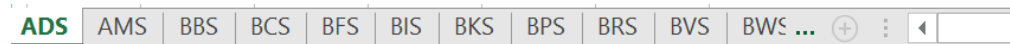
Once you have located the spreadsheet for your library you can view your list of items. These are items that are either In-Transit **to** or **from** your library.

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