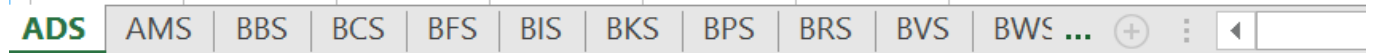# Processing the In Transit Report

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 three letter library 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.

Item Collection	Item Call Number	Catalog Title	Item Barcode	Transiting Library	Item Type	Trans Hist Data Code Desc	Date Set in Transit
	EASY LAMARCHE, J.	Pond /	31804002694691	ADS	BOOK	transit from	2016-09-13
				OZS	BOOK	transit to	2016-09-13
NEW JUV	EASY SIRETT, D. BOARD BOOK	Wild animals /	31804002692778	ADS	BOOK	transit from	2016-08-16
				TFS	BOOK	transit to	2016-08-16
	J FIC AVERY, T.	Not as we know it /	31804002692505	ADS	BOOK	transit from	2016-08-23
				DGS	BOOK	transit to	2016-08-23
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:
- Begin by checking your shelves for any listed item
- If you locate an item on your shelf, please check the item in and follow the prompts on your screen.