

PROCEDURES FOR HANDLING NON-SYSTEM MATERIALS RECEIVED AT MLS

revised: January 2010

1. Route non-MLS materials for other public library systems, schools, colleges, universities, private owners etc., to the Director's Office for processing as soon as possible. Mailing is done once a month. Swift handling will reduce our responsibility for the items. This will also allow staff to be able to assure customers that materials are returned to the owner in a timely manner. You can call the Director's Office and we will gladly check our log book to see if we have received material and if it has been returned to its owner.
2. PLEASE be sure to fill out a routing slip when sending items to Director's Office. Put your name, date and agency on routing slip. Materials are logged in by the sending library and month. **DO NOT SEND MATERIAL WITHOUT A YELLOW ROUTING SLIP~DO NOT PUT MATERIAL IN INTEROFFICE ENVELOPE WITHOUT ROUTING SLIP.** This is very important.
3. ODL(Oklahoma Department of Libraries) Materials:
Check the ILL records to verify that the materials were not borrowed by one of your patrons (sometimes the ILL wrapping comes loose or is removed).
Route to the Director's Office as in #2. MLS courier service will return these materials.
4. Routing materials that belong to libraries within the MLS Reciprocal Borrowing Agreement. These materials are to be routed to Southern Oaks Library. There is a regular delivery between MLS and the Pioneer System.

Reciprocal Agreement Libraries include:

Blanchard Public	Noble Public
McLoud Library	Pioneer Library
Moore Public	Purcell Public
Newcastle Public	Shawnee Public
Norman Public	Techumseh Pubic

EXAMPLE OF ROUTING SLIPS:

ODL books:

TO: Director's Office

DATE:

FROM: Your Agency Name

FOR:

REMARKS: NON MLS MATERIAL.

Reciprocal area books to Southern Oaks:

TO: Director's Office

DATE:

FROM:

FOR:

REMARKS: NON MLS MATERIAL.

Other Non-MLS Books to Director's Office:

TO:

DATE:

FROM:

FOR:

REMARKS: Please return to owner

5. If you need to inquire about materials that patron thinks they have returned, be sure to ask them **which agency** they might have returned it to, date they returned and any identification on the material. Director's Office will check log book for entry.

ALWAYS INCLUDE A ROUTING SLIP (dated) & REMARKS.

6. When Director's Office receives the Non-MLS materials:
The Director's Office logs each item by title, library (that sent item)
Type of materials (ex: book, CD, video) and identified owner. The date material is returned back to owner is entered for each title. When no owner is identifiable, the material is sent to the book sale.