



**IF THE COURIER COMES TO YOUR LIBRARY**, you can send/receive materials directly rather than routing them through another library.

If the courier doesn't come to your library, you have a "hub" library who sorts your ILLs for someone to pick up and deliver to you.

***Corrections? Questions?  
Updates? Comments?***

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**Cara Orban  
[corban@mt.gov](mailto:corban@mt.gov) | 406-444-5350**

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***Labeling courier materials - examples:***

*ILL to Bitterroot from Stillwater*

**TO: MISSOULA (BITTERROOT)  
FROM: STILLWATER**

*ILL to Butte from Polson*

**TO: BUTTE  
FROM: POLSON**

*ILL to Stillwater from Bitterroot*

**TO: STILLWATER  
FROM: BITTERROOT**

*ILL to Whitefish from Butte*

**TO: WHITEFISH  
FROM: BUTTE**

*ILL to Troy from Clancy*

**TO: IMAGINEIF (TROY)  
FROM: CLANCY**

*ILL to Clancy from Troy*

**TO: LEWIS AND CLARK (CLANCY)  
FROM: TROY**

*ILL to Prairie from Clancy*

**TO: MILES CITY (PRAIRIE)  
FROM: CLANCY**

*ILL to Belgrade from Hearst Free*

**TO: BOZEMAN (BELGRADE)  
FROM: HEARST FREE**

*ILL to Clancy from Prairie*

**TO: LEWIS AND CLARK (CLANCY)  
FROM: PRAIRIE**

*ILL to Hearst Free from Belgrade*

**TO: HEARST FREE  
FROM: BELGRADE**