

**“We Speak Your Language”
Routing of Spanish Language Materials
Republican Valley Library System**

We are routing 12 tubs of Spanish language books and DVDs to school, public, and academic libraries in our system. Some basic rules need to be followed for this to work for all libraries:

1. There is no cost to participate, other than the postage to send the tote to the next library (6 times/year).
2. The totes will rotate every other month, on the first of the month. That means that you can keep the Spanish Kits for 2 months before mailing it to the next library. (Mailing dates, Routing order, and Addresses will be included with each tote.)
3. A copy of the Inventory List for each library on the route will be included with every kit and must be checked upon arrival and before mailing. You may keep your own copy of the Inventory List for your records.
4. If something comes back after you send the tote, please mail it to the next location so that we can keep the collections together. Kit numbers will be clearly marked on each item.
5. Please check the postal rates. The tote needs to be marked LIBRARY MAIL to qualify for the library rate.
6. Please notify the RVLS Office of any lost or damaged items.

