Paging and Holds

Where is the best place to put a paging slip in the book?

Placing the paging slip in the inside front cover just helps speed up the processing at the borrowing library end. If everyone places the slip in the same spot, they are easy to find.

Some libraries use paging slips for hold shelf slips. For example, they may have closed stacks. When patrons come to pick up their items, the slip is removed and shredded at that time, thus the paging slips are always disposed of by the time the item is shipped back for return.