

EMAIL FORMATS

MITs, APBs & Special Circumstances

When sending emails—most typically to locate lost items—please be consistent in using the formats below.

All emails should:

- Be thorough & concise.

Include what's necessary, omit what isn't.

- Be directed to the appropriate recipients.

A link to the list of individual agency contacts is shown below.

To send an email to all circ staff, send it to clearh2o@valnet.org).

To add, delete, or change contact info for the "circulation" list, contact Jennifer Ashby at jashby.acl@valnet.org.

- Include all specific information necessary for locating an item.

Always include:

- Subject line
- TITLE – in all caps
- Author
- Call number
- Barcode number when looking for a specific copy
- Patron name & barcode, if applicable.

- Be signed with your name, location, and contact information.

You can set your e-mail to automatically attach a standard signature line to your outgoing mail. Please include your own name if the standard signature is that of a manager or someone other than yourself.

**MITs & APBs
should look
something like
this.**

The screenshot shows an email composition window with the following fields:

- To:** clearh2o@valnet.org; [OR THE RELEVANT AGENCY]
- Cc:** (empty)
- Subject:** VALNet MIT
- Message Body:**

DEAD SLEEP
By Greg Isles

Fic Isl
31853012490699

This book never made it to LAP. Please check your shelves.

Thanks,
[Your name, etc.]

MIT (missing in transit): Use this to locate an item on your MIT report, before sending an APB. Be sure to include the source and target locations, as well as the other pertinent info.

SEND TO: Relevant individual agencies as indicated on your report and/or the item record. Click here for [individual agency contacts](#).

SUBJECT LINE: VALNet MIT

MESSAGE BODY: TITLE (in caps), author, call number, barcode are necessary. Other *brief* info is optional.

APB's (all points bulletins): Use this when trying to track down your lost and missing items.

SEND TO: clearh2o@valnet.org

SUBJECT LINE: VALNet APB

MESSAGE BODY: TITLE (in caps), author, call number, barcode are necessary. Other *brief* info is optional.

Special Circumstances: Use this when you would like something out of the ordinary, such as an extended checkout period or additional copies. Remember to include all of the pertinent info.

SEND TO:

SUBJECT LINE: Special request

MESSAGE BODY: TITLE (in caps), author, call number, barcode, patron name/barcode, if applicable, and brief description of the matter.