

# Collection Maintenance Decision Form

(Revised 11/05, 2/07)

NAME \_\_\_\_\_ DATE \_\_\_\_\_ PHONE # \_\_\_\_\_

**1. Decision for Single Item.**

Attach Cameo printout for the item. **HIGHLIGHT the copy for decision.** If no Cameo record, fill in the following:

Call # \_\_\_\_\_ Copy # \_\_\_\_\_

Author \_\_\_\_\_ Edition \_\_\_\_\_

Title \_\_\_\_\_

Place \_\_\_\_\_ Publisher \_\_\_\_\_ Date \_\_\_\_\_

**2. Number and Condition of Other Copies or Editions** (to be filled out by selector): \_\_\_\_\_

\_\_\_\_\_

**3. Problem:**

\_\_\_\_\_ Damaged \_\_\_\_\_ Missing/Damaged Spine Label

\_\_\_\_\_ Missing Pages \_\_\_\_\_ Missing/Damaged Barcode

\_\_\_\_\_ Other (explain) \_\_\_\_\_

**4. Decision:**

\_\_\_\_\_ Bind (Send to Processing Coordinator)

\_\_\_\_\_ If not rebindable purchase pocket case; purchase archival pack as last resort

Other instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Relabel (Send to Processing Coordinator)

\_\_\_\_\_ Rebarcode (Send to Catalog Maintenance Associate)

\_\_\_\_\_ Repair (Send to In-house Repair Coordinator)

\_\_\_\_\_ Withdraw--No replacement (Send to Withdrawals Specialist)

\_\_\_\_\_ Replace (Send to Replacement Clerk)

A. Info Source (e.g., BIP) \_\_\_\_\_

B. Use damaged copy until replaced?

ISBN \_\_\_\_\_

\_\_\_\_\_ Yes

Publisher \_\_\_\_\_

\_\_\_\_\_ No

Year \_\_\_\_\_ Edition \_\_\_\_\_

Cost \_\_\_\_\_

**5. Special Instructions:**