

Gift Receipt

Date _____

Donor's name, address, and phone

- plate gift items
- gift is not a personal donation

Number and type of items

_____ hardback books
_____ paperback books
_____ journal issues
_____ technical reports
_____ video cassettes
_____ DVD's
_____ CD's
_____ scores
_____ other material _____

For Technical Services Use Only

Gift Info

- not found in library catalog
- found in library catalog (attach printout)
 - copy > hb pb
 - edition > hb pb
 - part of a series
 - we own related material

Shelf Check

stack copies:

- good** or condition is equal to gift
- poor** > replace this copy with gift
- missing** from collection > see printout

Processing gift plate if needed

RUSH PRIORITY

Course Reserve

name _____

Hold/Notify

name _____

Other _____

(Must give reason)

Priority means process and catalog before any other items from this fund.

Gift Decision

DO NOT KEEP

KEEP

- new
- replace a copy
- withdraw old edition
- other (please give reason) _____

bind do not bind

location _____

Decided By _____

Date _____

Fund _____

Notes or Gift Plate text: