

DTS Ticket

Charge item to DTS

Date:

Staff Initials:

Call Number (include library):

Title:

Holdings Issues (Circle One):

- Record Issue
- Internal Relocate
Relocate to:
- Transfer
Transfer to:
- Missing Barcode
- Withdraw
- Re-label (Should Read as):

Comments:

DTS Ticket

Charge item to DTS

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Holdings Issues (Circle One):

- Record Issue
- Internal Relocate
Relocate to:
- Transfer
Transfer to:
- Missing Barcode
- Withdraw
- Re-label (Should Read as):

Comments:

Preservation, Mold and Repair Ticket

Print out item record and attach to ticket

Date: _____ Staff Initials: _____

Call Number (include library): _____

Title: _____

Item Issue - Circle one

Charge to PRES user for:

- Damaged - Repair Needed

- Missing/Torn Pages
Pages: _____

Charge to LNGTRMPRES user for:

- Mold on Book

Damage Description: _____

Preservation, Mold and Repair Ticket

Print out item record and attach to ticket

Date: _____ Staff Initials: _____

Call Number (include library): _____

Title: _____

Item Issue - Circle one

Charge to PRES user for:

- Damaged - Repair Needed

- Missing/Torn Pages
Pages: _____

Charge to LNGTRMPRES user for:

- Mold on Book

Damage Description: _____

To be completed at the preservation office

Selector Decision: Check all that apply

_____ Withdraw

_____ Repair

_____ Replace

_____ Box

_____ Transfer to Annex
Circ Status For Annex (Circle one)

- Full
- In Library use
- In Annex Use

Initials: _____ Date _____

To be completed at the preservation office

Selector Decision: Check all that apply

_____ Withdraw

_____ Repair

_____ Replace

_____ Box

_____ Transfer to Annex
Circ Status For Annex (Circle one)

- Full
- In Library use
- In Annex Use

Initials: _____ Date _____