CD/FD PROCESSING FORM
PRIORITY 1 / PRIORITY 0

DATE: _______  INIT: _______

TITLE CONTROL #: _______________________

TITLE: _______________________________________________________

ALEX       MUSIC     DOUGLSS  ART KILMER    SMLR

____ ADD CD RING
____ LABEL
____ RELABEL
____ LABEL BOOKLET
____ TT BOOKLET
____ TT BACK
____ MAKE CD/FD BACK

(FLOPPY DISKS ARE NEVER TT)

____ AFTER CHECK-IN GIVE DIRECTLY TO STEPHANIE BARTZ (NO PROCESSING NEEDED)

STAMP BOOKLET
____ RUTGERS UNIV. LIB.
____ GOV PUBS OWNER

STAMP BACK COVER
____ RUTGERS UNIV. LIB.
____ GOV PUBS OWNER

STAMP
____ ACCOMPANYING MATERIAL

ADD STICKER
____ IF FLOPPY DISK DO NOT DESENSITIZE

OTHER:

____ DISCHARGE