

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

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