Priority Slip Cheat Sheet

**PRTY 1** (Prints on pink paper) = Top priority. Materials will be processed within one week. Used for reserve materials and faculty and patron requests.

**PRTY2** (Prints on yellow paper) = High priority. Materials will be processed within one month. Used for reference materials.

**PRTYO** (Prints on white paper) = Low priority. Materials will be processed within a reasonable time period. Used for the general collection.

The following fields are required:

1. Date
2. Selector (First and last name. No initials).
3. Library
4. Sub-location
5. Item Type (Including circulation status)
6. Duplication Priority

   If Duplication Priority is left blank, the item is assumed to be “Priority B—Add unless campus has a copy.”

The following fields are only required if applicable:

1. Fund
2. Notes (e.g. Series tracings, CAT/SET/A, CAT SEP, etc.)
3. Bookplate information (virtual bookplate, physical bookplate, or both)
4. Gift/Unit/Approval

Priority slip templates are provided on the Gifts & Unit Receipts section of the Technical Services web page: [http://www.libraries.rutgers.edu/rul/staff/cataloging/procedures.shtml#gifts](http://www.libraries.rutgers.edu/rul/staff/cataloging/procedures.shtml#gifts)

It is important to print each priority slip on the appropriate color paper. This allows TAS to easily identify higher priority materials and give them the special attention they require.