

Priority 2 = High

[For Reference materials. On yellow]

**TO BE COMPLETED BY
SELECTOR &/OR ACQ.**

Date: / /

Library: _____

Sub-location: _____

Selector: _____

Item Type: _____

Gift ___ Unit ___

Duplication Priority (please circle one): [nothing circled will = B]

- A – Add unless Location has a copy
- B – Add unless Campus has a copy
- C – Add unless RUL has a copy
- D – Added copy at Location okay

Bookplate to be added:

- ___ Virtual (a note in IRIS record)
- ___ Physical

Bookplate Note:

Notes to Cataloger:

**TO BE COMPLETED BY
CATALOGER**

___ **Physical Bookplate**
Write "Bookplate" at top of slip ___

___ **Multiple pieces**
Write "Mult. Pieces" at top of slip ___
Print out brief record ___

___ **Available online**
Edit 856 ___ Add/Edit 530 ___
Add RUonline ___ Link correct? ___

___ **Write call number at top of slip**

Cataloger's initials: _____

Date: / /

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