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:  /  /  

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:  /  /  

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:  /  /  

Rev. 9/10/09