DTS Ticket  
Charge item to DTS

Date:                Staff Initials:

Call Number (include library):

Title:

Holdings Issues (Circle One):

- Record Issue
- Internal Relocate
  Relocate to:
- Transfer
  Transfer to:
- Local Maint
- Withdraw
- Re-label (Should Read as):

Comments:

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Date:                Staff Initials:

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- Record Issue
- Internal Relocate
  Relocate to:
- Transfer
  Transfer to:
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- Re-label (Should Read as):

Comments:
Preservation, Mold and Repair Ticket
Print out item record and attach to ticket

Date: Staff Initials:

Call Number (include library):

Title:

Item Issue - Circle one
Charge to PRES user for:
• Damaged - Repair Needed

• Missing/Torn Pages
  Pages:

Charge to LNGTRMPRES user for:
• Mold on Book

Damage Description:

To be completed at the preservation office
Selector Decision: Check all that apply

_____ Withdraw
_____ Repair
_____ Replace
_____ Box

_____ Transfer to Annex
  Circ Status For Annex (Circle one)
  • Full
  • In Library use
  • In Annex Use

Initials: Date

Preservation, Mold and Repair Ticket
Print out item record and attach to ticket

Date: Staff Initials:

Call Number (include library):

Title:

Item Issue - Circle one
Charge to PRES user for:
• Damaged - Repair Needed

• Missing/Torn Pages
  Pages:

Charge to LNGTRMPRES user for:
• Mold on Book

Damage Description:

To be completed at the preservation office
Selector Decision: Check all that apply

_____ Withdraw
_____ Repair
_____ Replace
_____ Box

_____ Transfer to Annex
  Circ Status For Annex (Circle one)
  • Full
  • In Library use
  • In Annex Use

Initials: Date