

Gift Selection form

Searched By/date: _____

Sort Code: _____

Acq PO: _____

First Selection

If a new title or edition, catalog for

Branch: _____

Consult with Special Collection/Rare books: _____

Selector' Signature: _____

Date: _____

Search

Call# _____

Preservation Review

OK: _____ See note: _____

Required Consultation: _____

Reformat: _____

Final Decision

If an added copy, catalog for:

Branch: _____

*Serial: _____

*only complete vol.'s added; do not duplicate

Processing Instructions

Rush: _____

Routine Processing: _____

Back-log Queue: _____

Item has/needs Bookplate flag: _____

Notify with call number: _____

Route to Preservation after processing: _____

TCR: _____

Notes:

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