



District Libraries Tech Services-GHCS 139 Donation/Gift Cataloging Request Form

Please check one box from each category to help us expedite your request. Thank you, for your assistance.

Name of the individual filling out this form: _____ **Date of request:** _____

Campus requesting processing:

☐ BR ☐ DM ☐ PC ☐ SS ☐ YB

Permanent Location:

☐ CIRC ☐ Lease Book ☐ Learning Lab ☐ English for Academic Purposes (EAP) ☐ UF
☐ REF ☐ Paperback ☐ Professional ☐ Leisure ☐ VTECH

Material type:

☐ Book ☐ DVD/Blu-Ray ☐ CD ☐ Learning Lab ☐ Equipment ☐ Realia
☐ Reference ☐ Paperback ☐ Audiobook ☐ Other: _____

Item policy:

☐ 14-Day Loan ☐ 3-Day Loan (AV) ☐ Faculty Use Only ☐ Non-Circulating
☐ 14-Day Loan (Non-request) ☐ 7-Day Loan (AV) ☐ In Library Use Only ☐ 3-Day (Equipment)

Security strip needed:

☐ Yes ☐ No

Due date slip needed:

☐ Yes ☐ No

Fulfillment (Circ) note in the item record if needed:

☐ Yes, the note should read: _____ ☐ No

Public note (visible via Primo) in the item record if needed:

☐ Yes, the note should read: _____ ☐ No

Additional information:
