

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Priority level: Rush Regular Low  
Needed by this date: \_\_\_\_\_

Title: \_\_\_\_\_

Salsa record  yes  no \_\_\_\_\_

Add as copy \_\_\_\_\_

- Add item
- Use template \_\_\_\_\_
- Shelf location \_\_\_\_\_
- Classify as FIC?
- New cataloging needed
- Processing needed
- Check in new serial issue
- Correct label
- Authority Work needed
- Fix- see below

Work needed: \_\_\_\_\_

Work done by:

Date: \_\_\_\_\_

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