

Library \_\_\_\_\_

<p><b>For HLC use only</b></p> <p>New Title Control # _____</p> <p>Date Rec'd by HLC _____</p>
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**Complete for books or other print materials**

**Books:** Attach clear, readable photocopies of **title page** and **copyright page**. (If DVD, CD, cassette, etc. accompanies book, include copy of **label**.) Add copies of cover or other pages if needed to show: **title, title variation, author, ISBN, publisher, place of publication, date of publication, or name of series.**

**Periodicals:** Enter **SIZE** only; attach clear, readable photocopies of **cover** and **masthead** (box or column stating notice of copyright, ISSN, publisher, address, etc.; also called indicia).

ISBN used in brief record \_\_\_\_\_

If title varies on cover/spine, attach photocopy OR write out and label (example: Tom Sawyer—spine)

\_\_\_\_\_

PAGES: last numbered pre-page, if any (example: xii) \_\_\_\_\_

Last numbered page (“**unp**” if pages are not numbered) \_\_\_\_\_

Number of pages of plates, if any \_\_\_\_\_

ILLUSTRATIONS (mark all that apply):    **none**            **Color**            **B&W**

**pictures** (photos, drawings, etc.)    **map(s)**    **music**    **plans/patterns**    **genealogical tables**

SIZE in centimeters (*round to next higher whole number: 23 ¼ and 23 ½ both round up to 24*):

HEIGHT \_\_\_\_\_            WIDTH (if greater than height) \_\_\_\_\_

INDEX (mark answer that applies)            YES            NO

BIBLIOGRAPHICAL REFERENCES (mark answer that applies)    YES            NO

ACCOMPANYING MATERIAL (mark all that apply and include photocopy of label):

**DVD**    **Audio CD**    **CD-ROM**    **Other** \_\_\_\_\_

NOTES:

\_\_\_\_\_

LOCAL CALL NUMBER (optional) \_\_\_\_\_

BRIEF RECORD: Item ID \_\_\_\_\_ Original Title Control # \_\_\_\_\_