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 #

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