

**TO: MIT Libraries, Preservation Services, 14-0513
(Phone: 617-253-5282)**

Staff name: _____ Library: _____

Date: _____ **This is a RUSH!**

Spine should read:

Title:

Author:

Call number and/or vol./year (if applicable):

Please check all that apply

Add or correct call # label:

Add or correct title label:

Corrections below

(pls. underline corrections):

In-house repair:

Commercial binding:

Color choice: _____
(only to match existing set or journal

run)

Preservation photocopy:

Save original in enclosure:

Withdraw original:

Special instructions:

Attn:

TO: ARO ARC BAR DEW HUM LIN LSA
MUS RBR ROT SCI 14E-210