

**UNIVERSITY OF MEMPHIS LIBRARIES, CATALOGING DEPARTMENT
REQUEST FOR INDIVIDUALIZED GIFT PLATES**

To: Head or Assistant Head, Cataloging Department
From: _____
Organization: _____
Date: _____ Date Needed: _____

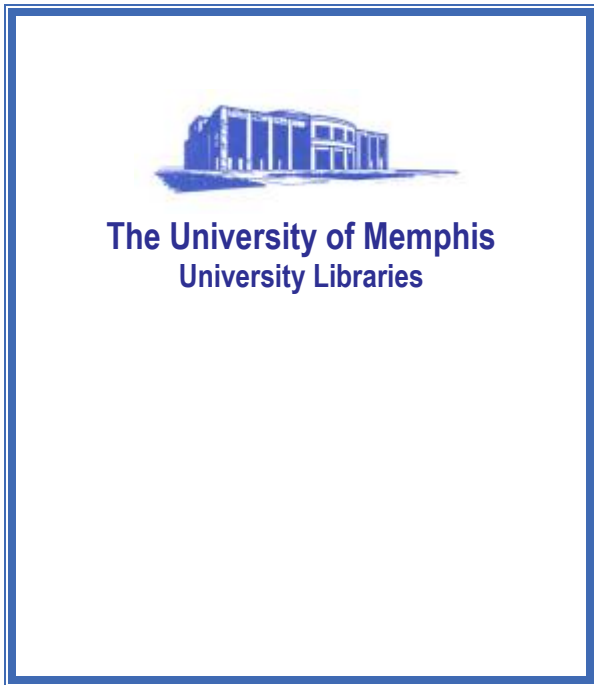
Standard gift plates are 3.5”h x 3.0”w with archival quality paper and adhesive. Standard procedures call for plates to be affixed to books on the center of the left front endpaper, except where the endpapers have distinctive illustrations or decorations. Contact Cataloging staff members with questions regarding specialized procedures required for non-book formats or other special conditions.

Quantity needed and format of material to which plate will be affixed:

_____ atlases	_____ CDs, DVDs (on case)	_____ other; describe
_____ audiocassettes (on case)	_____ microfiche (on sleeve)	_____
_____ books	_____ microfilm (on box)	_____
_____ books, miniature	_____ mixed media	_____
_____ (<3.5”h x 3.0”w)	_____ music scores (on binder)	_____
_____ boxed assortment	_____ videocassettes (on box)	_____

Print or type the exact wording of titles (Ms., Dr., etc.), names, and occasions on the appropriate lines below:
Donated by _____
In Honor Of _____
In Memory Of _____
On the Occasion Of _____
Donation date (if wanted on plate) _____

Font (Bold), check one: ___ **Times New Roman** ___ *Monotype Corsiva*



Proof copy prepared by _____ Date _____ Approved by gift recipient _____ Date _____