

Gift Plate Request Form University Libraries, University of Memphis

Requestor's Name: _____ 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 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:

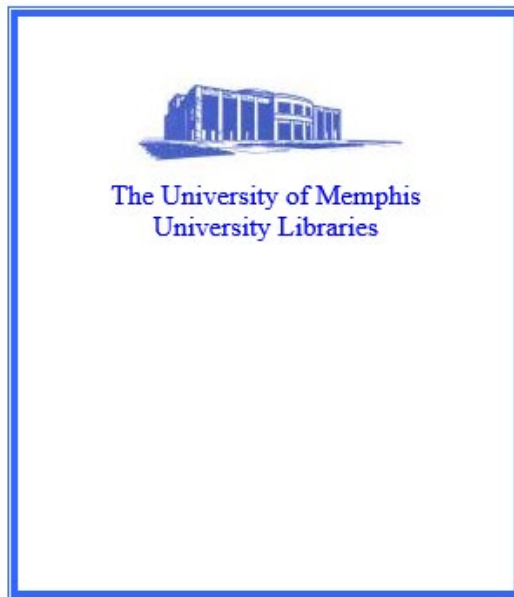
_____ atlases	_____ boxed assortment	_____ music scores (on binder)
_____ audiocassettes (on case)	_____ CDs, DVDs (on case)	_____ videocassettes (on box)
_____ books	_____ microfiche (on sleeve)	_____ other; describe: _____
_____ books, miniature (<3.5”h x 3.0”w)	_____ microfilm (on box)	_____
	_____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

Exact wording of titles, 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): _____

Check preferred font (bold): Times New Roman *Monotype Corsiva*

Gift Plate Proof:



Proof prepared by: _____ Date: _____

Proof Approved by Requestor: _____ Date: _____