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
- [ ] audiocassettes (on case)
- [ ] books
- [ ] books, miniature (<3.5"h x 3.0"w)
- [ ] boxed assortment
- [ ] CDs, DVDs (on case)
- [ ] microfiche (on sleeve)
- [ ] microfilm (on box)
- [ ] mixed media
- [ ] music scores (on binder)
- [ ] videocassettes (on box)
- [ ] other; describe ___________________

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 ______