

TO PRESERVATION

Physical _____
Processing _____
Bindery Prep _____
Repair _____
Date _____

FROM

Name

WATCH FOR:

Diskettes _____
Errata _____
Foldouts _____
Loose Flaps _____
Loose Pages _____
Loose Plates _____
Pocket Material _____
Other Specify _____

Non Standard Text

Orientation (e.g. Traditional Chinese, Arabic, top binding edge, etc.)

BINDING/REPAIR

Bind _____
Mend _____
Open Pages _____
Tip-ins _____
Other Specify _____

Lettering Correction:

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