**LIBRARY:**

USE THIS FORM FOR: RECORDS THAT DO NOT EXIST.

*Examples: Barcoded items not in the catalog.Gift items or locally purchased items.*

*If there is no ISBN send HQ either the item or a copy of the front and back of the title page.*

|  |  |
| --- | --- |
| **DATE:**  | **BARCODE # (if applicable):** |
| **CALL # :**  | **AUTHOR:** |
| **PRICE:**  | **TITLE:** |
| **ISBN:**  | **OTHER**:       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ] CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies – ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

---------------------------------------------------------------------------------------------------------------------------------------------------------

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:** | **OTHER**:       | **COPYRIGHT DATE**:       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies – ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**----------------------------------------------------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**:       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies – ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**----------------------------------------------------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**:       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies – ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**LIBRARY:**

USE THIS FORM FOR:

*Barcoded items not in the catalog.Gift items or locally purchased items.*

*If there is no ISBN send HQ either the item or a copy of the front and back of the title page.*

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**:       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies – ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

---------------------------------------------------------------------------------------------------------------------------------------------------------

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**----------------------------------------------------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**----------------------------------------------------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**LIBRARY:**

USE THIS FORM FOR:

*Barcoded items not in the catalog.Gift items or locally purchased items.*

*If there is no ISBN send HQ either the item or a copy of the front and back of the title page.*

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

---------------------------------------------------------------------------------------------------------------------------------------------------------

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**:       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**----------------------------------------------------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**----------------------------------------------------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**LIBRARY:**

USE THIS FORM FOR:

*Barcoded items not in the catalog.Gift items or locally purchased items.*

*If there is no ISBN send HQ either the item or a copy of the front and back of the title page.*

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

---------------------------------------------------------------------------------------------------------------------------------------------------------

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**----------------------------------------------------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**----------------------------------------------------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**LIBRARY:**

USE THIS FORM FOR:

*Barcoded items not in the catalog.Gift items or locally purchased items.*

*If there is no ISBN send HQ either the item or a copy of the front and back of the title page.*

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**:       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

---------------------------------------------------------------------------------------------------------------------------------------------------------

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**----------------------------------------------------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |

**----------------------------------------------------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **DATE:** | **BARCODE # (if applicable):**  |
| **CALL # :** | **AUTHOR:** |
| **PRICE:** | **TITLE:** |
| **ISBN:**  | **OTHER**::       |

**MATERIAL TYPE** **(If NOT a Book choose one that applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  CD | [ ]  GRAPHIC NOVEL | [ ] LARGE PRINT | [ ]  PERIODICAL | [ ]  DVD | [ ]  VIDEO |

**RATING (choose one that applies– ONLY for DVD/VIDEO):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  NR | [ ]  G | [ ] PG | [ ]  PG13 | [ ]  R |  |