

Historic Pittsburgh

Bibliographic Information:

NOTIS/VOYAGER ID _____

Call No. _____ OCLC _____

Author/Editor _____

Title _____

Publisher _____

Copyright date _____ Copyright holder (public if before 1923) _____

Location _____

[Missing _____ Charged (note date) _____ UPARC storage _____]

Note: If item is missing or charged to another patron, please complete and submit a Library Search/Recall form; if item is at UPARC, complete and submit a Storage Retrieval Request.

Other Holdings:

ULS (note each location and total no. of copies) _____

HSWP _____ OCLC holdings (rare if five or less) _____ OCLC microform _____

Consider option to purchase copy (if possible, note location and cost) _____

Comments _____

Intellectual Content:

Subject _____

Informational Value (low, moderate, high) _____

© Status _____

Comments _____

Physical Description:

Pages _____ Dimensions (maximum 28x43 cm) _____

Glossy paper _____ Fold outs _____ Maps _____ Plates _____

Other problems (with typeface, layout, etc.) to high-quality scanning/OCR? _____

Comments _____

Physical Condition:

Boards detached _____ Spine detached _____ Text block broken _____

Pages missing _____ Page tears _____ Marginalia _____

Water damage _____ Mold damage _____ Insect damage _____

Media damage _____ Discolored paper _____ Brittle paper _____

Damaging attachments _____ Unstable materials _____

Comments _____

Disposition Recommendation:

Send to Preservation Dept. for conservation treatment before scanning _____

Surface clean _____ Mend tears _____ Replace missing pages _____

Remove damaging attachments _____ Flag features (fold outs, etc.) _____

Other _____

Send to vendor: Disbind _____ Do not disbind _____

Replace with facsimile reprint _____

Comments _____

Search and review by _____

Approved by _____ Date _____