Published Materials to be Permanently Removed from a Manuscript Collection

|  |  |
| --- | --- |
| *Collection Information* | |
| *Gift* | *Purchased* |
| **Date:** |  |
| **Curator:** |  |
| **Collecting Area:** |  |
| **Call Number of Collection:** |  |
| **Donor Name (If Gift):** |  |
| **Item Title:** |  |
|  |  |
| **# of copies:** |  |

*Action Items*

**Add to Special Collections Published Collection**

Collecting Area:

Curator:

Date Accepted:

**Add to General Collections**

Collecting Area:

Subject Specialist:

Date Accepted:

|  |
| --- |
| **Action Items If Not Selected**  **(Manuscript Curator – Initial Appropriate Box)** |

Return to Donor  Discard

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