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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