

## Catalog Department Local Note(s) Request Form

Please fill out the top portion of this form, print it, and insert it into the material you're sending to the Catalog Department. The notes you enter in the space provided below will be inserted into the Bib Record verbatim.

Date

Name of Requestor

E-Mail Address

Owning Location

Please enter the Provenance and/or Miscellaneous note in the appropriate field(s) below.

Provenance Note

Miscellaneous Note

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### *Provenance notes*

Provenance notes are used to record the ownership and/or custodial history of library materials and/or to trace the donor, former owner, or collection of library materials.

### *Miscellaneous notes (quoted from the material)*

Miscellaneous notes are used to record Author's signatures/presentation inscriptions and/or Limited Editions/Numbered Editions (anything with a number or letter)

### **Provenance Note Examples:**

Gift of Professor James M. Anderson

In Memory of John Doe

John and Jane Doe Family Trust

UCB José Martí National Library of Cuba Cooperative Project.

### **Miscellaneous Note Example:**

This first edition is limited to 2000 copies of which this copy is No. 1195; Signed by author.