

OOPS!

Cataloging Correction Request Form

****Include this form with the item, and send both to Library Services****

From: _____
(name) (campus) (date)

Item: _____
(Barcode/Item ID) (Title)

This is what needs changing: (Misspellings, additional subjects needed, etc.)

Example: 245, subfield c Brown

This is what would fix it:

Example: Browne

For office use only

Resolution:

(comments) (name) (date)

_____ Done

_____ Call numbers may be edited by you, as they are unique to each campus