Minnesota Library Access Center Collection Deposit Worksheet

Depositing Library: ____________________________   Date:____________________
Institution: ___________________________________
Address:_____________________________________
Contact Name:_____________________________  Phone Number:_______________
Email address:_____________________________       Fax Number:_______________

1. Description of Materials to be Deposited  (complete separate forms for each collection)

2. Are these items listed in a web-accessible catalog?  yes          no

What is the URL for the catalog? http://__________________________________

Once transferred to MLAC, how will these items be listed in your catalog?

3. Estimate of Quantity (volume count, piece count, or linear measurement)

4. Loan Period:   □ Standard 6 Week   □ In Library Use Only

   All periodicals are restricted to Andersen Library use only.

5. Format Exception/Special Needs:

6. Requested Date for First Delivery:________________________

7. Delivery Method (Arrange by depositing library):

   □ Small shipments (500 volumes or less per delivery)
   □ Large shipments (more than 500 volumes per delivery)

   Estimated time between deliveries:______________

________________________________________________________________________

Return completed worksheet to Minnesota Library Access Center

Send a paper copy:  Send as an email attachment:
Timothy McCluske       Timothy McCluske
15 Elmer L. Andersen Library       t-mccl@umn.edu
222 21st Ave South
Minneapolis, Minnesota, 55455