

LIBRARY BOOK RECEIVING FORM							
SECTION A: LIBRARY INFORMATION							
Library Name:				Branch Code:			
Receiving Date:				Receipt Number:			
SECTION B: BOOK DETAILS							
Book Title:				ISBN:			
Author:				Publisher:			
Edition:				Publication Year:			
Category:				Call Number:			
Accession No:				Barcode ID:			
SECTION C: ACQUISITION DETAILS							
Acquisition Type:		Purchase		Donation			
Vendor/Donor:				Invoice Number:			
Purchase Price:				Order Date:			
SECTION D: CONDITION ASSESSMENT							
Book Condition:		New		Good		Fair	
Inspection Checklist:							
	Cover Intact		Spine Undamaged		All Pages Present		
	Binding Secure		Dust Jacket Present		CD/Media Included		
Condition Notes:							
SECTION E: PROCESSING INFORMATION							
Received By:				Employee ID:			
Shelf Location:				Date Cataloged:			
Processing Tasks Completed:							
	Library Stamp Applied				Spine Label Attached		
	Barcode Label Applied				Added to Catalog System		
	Security Strip Inserted				Protective Cover Applied		

SECTION F: AUTHORIZATION

Librarian Signature:

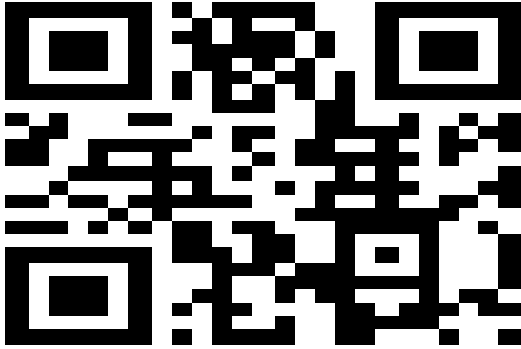
Date:

Supervisor Approval:

Date:

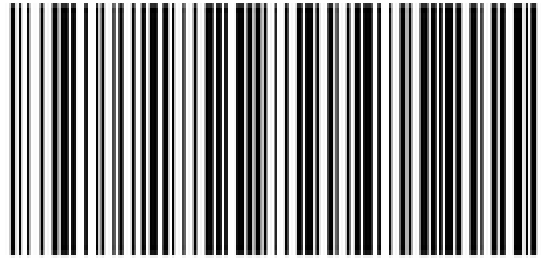
SECTION G: IDENTIFICATION CODES

QR CODE - CATALOG LINK



Scan for catalog entry

BARCODE - BOOK ID



LIB-GOOGLE-COM

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