

University of Arkansas Libraries Decision Form for Damaged/Lost Items

Staple all accompanying documents behind this form in upper right corner and forward to Acquisitions. Take a damaged book with the completed form to Binding.

- _____ Send to binding for evaluation.
 - _____ Preservation quality box (phase box) [\$16.00, 03/11]
 - _____ Repairs not meant to preserve (tape or a clamshell box) [\$7.75, 03/11]
 - _____ Do not preserve—leave as is on shelf

_____ WITHDRAW—Do not replace or repair.

- _____ REPLACE: (circle one level of priority)
- 1 (essential)
 - 2 (valuable)
 - 3 (desirable)

Mark, in order of preference, all acceptable options:

Specify if applicable
_____ New copy ONLY
_____ Hardbound ONLY
\$_____ Do not exceed

1. _____ With same edition of title
2. _____ With newer edition of title
3. _____ With any edition of same title (specify restrictions {language, etc.})
4. _____ With alternate title (attach information)
5. _____ With electronic book (attach information)
6. _____ With different format (attach information)

If all acceptable options are unsuccessful:

- _____ Withdraw
- _____ Return form to selector for further consideration

Selector's Initials _____ Date _____