Packing List: Serials -- EXAMPLE

Instructions:

- This form includes both a "Shipping List" (which provides an overview of your entire shipment) and an "Itemized List" (which details each item you are sending)

- *Why do we need this?* Having both a shipping list and an itemized list makes checking your items into and out of the Digital Projects Lab more efficient and accurate because it gives us the same information in the same format from every institution. The itemized list also helps us track your items and communicate with you about discrepancies.

- If you have a standardized list or a spreadsheet of your items, you can substitute it for the "Itemized List" section of the form (contact us for more information about this)

- The Itemized List should include individual items or, if there are more than 20 items in the box, groups of items

- Only use as many lines as you need (you can change the form in Microsoft Word or contact us for an edited one)

Partner: Metropolitan Public Library   **Shipping List for Shipment   1   of 1   .**

Box Number	Number of Items	Titles and/or Date Range of Items Included	Contains Items to Disbind?*
1	10	Metropolitan University Catalogs: 1890, 1895, 1900-1907	N
2	8	Metropolitan University Catalogs: 1908-1910, 1912-1916	S
3	12	Metropolitan University Yearbooks: 1917-1928	Y

* Use Y (Yes), N (No), or S (Some)

Itemized List:

Box Number: 1 -- Metropolitan University Catalogs			
Date	**Volume/Issue**	**Disbind?**	**Notes**
1890	Vol. 1, Issue 1	N	
1895	Vol. 1, Issue 6	N	
1900	Vol. 2	N	Cover is damaged.
1901	Vol. 3	N	
1902	Vol. 4	N	
1903	Vol. 5	N	
1904	Vol. 6	N	
1905	Vol. 7	N	
1906	Vol. 8	N	
1907	Vol. 9	N	

Box Number: 2 -- Metropolitan University Catalogs			
Date	**Volume/Issue**	**Disbind?**	**Notes**
1908	Vol. 10	N	
1909	Vol. 10, No. 2	Y	
1910	Vol. 11	Y	
1912	Vol. 12	N	
1913	Vol. 13	N	
1914	Vol. 13, No. 2	Y	
1915	Vol. 14	Y	
1916	Vol. 15	Y	

Box Number: 3 -- Metropolitan University Yearbooks			
Date	**Volume/Issue**	**Disbind?**	**Notes**
1917	--	Y	
1918	--	Y	
1919	--	Y	
1920	--	Y	
1921	--	Y	
1922	--	Y	
1923	--	Y	
1924	--	Y	
1925	--	Y	
1926	--	Y	
1927	--	Y	
1928	--	Y	

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Partner:_____ **Shipping List for Shipment _____of_____.**

Box Number	Number of Items	Titles and/or Date Range of Items Included	Contains Items to Disbind?

Initial Inventory (completed by the partner when the items are packed):

Initials:_____

Date: _____

Arrival Inventory (completed when the items arrive in Digital Projects):

Initials:_____

Date: _____

Final Inventory (completed when items are re-packed to leave the Lab):

Initials:_____

Date: _____

Packing List: Serials

__Itemized List:__

Box Number:			
Date	**Volume/Issue**	**Disbind?**	**Notes**

Box Number:			
Date	**Volume/Issue**	**Disbind?**	**Notes**

Packing List: Serials

Box Number:			
Date	**Volume/Issue**	**Disbind?**	**Notes**

Box Number:			
Date	**Volume/Issue**	**Disbind?**	**Notes**