

**TO: LIBRARY SUPPORT SERVICES**

**Request for Cataloguing Records Only**

**If a record or card is not required, use *Request for Location Code Only* form.**

Attached are photocopies as appropriate to be used as cataloguing advice for the provision of cataloguing records only for the following print\* and non-print\*\* items:

Total English-language records  
for automated schools \_\_\_\_\_ @ \$0.60 per record

Total English-language records  
for semi- and non-automated schools \_\_\_\_\_ @ \$0.79 per record

**\*if more than one ISBN is shown, indicate which one corresponds to the item held.**

**\*\*with proof of public performance rights (PPR) enclosed**

**MARC record or shelf list card(s) will be provided, as appropriate.**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR LSS USE ONLY**

Date Completed: \_\_\_\_\_

File Name: \_\_\_\_\_

File Date: \_\_\_\_\_

All records found.

Copy cataloguing not found as per attached photocopies. Forward actual item(s) to LSS for original cataloguing.