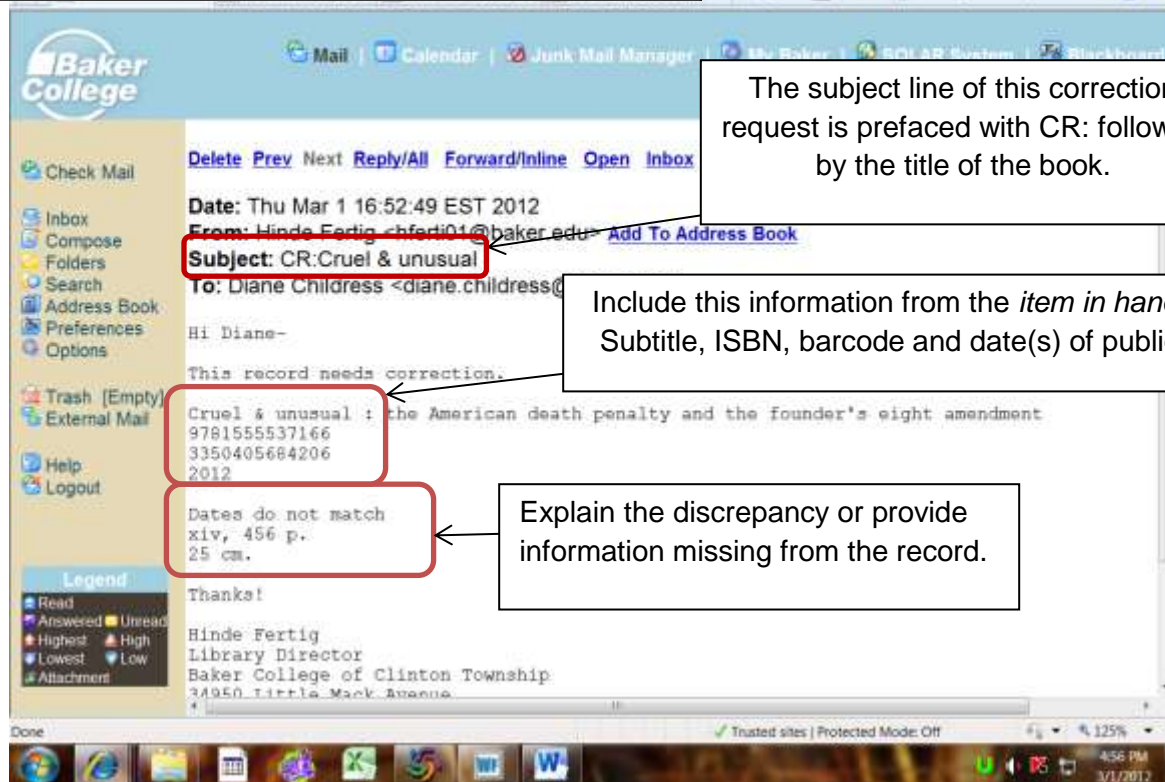


**For Emery-Pratt books with labels,
send a correction request email to
Diane to report problems.**



Cataloging Request Example - Microsoft Excel

	A	B	C	D	E
1	Cataloging Request BKCT January 17, 2012 Emery-Pratt				
2	Title	ISBN	Barcode	Date	Notes
3	The Death Penalty	9781601521583	33504005665478	2012	
4	The Essential IBS Book	9780778802754	33504005668274	2011	
5	Is Animal Experimentation Ethical	9781601521743	33504005663077	2012	
6	Are Cell Phones Dangerous?	9781601522320	33504005662590	2012	
7	Chronic Fatigue Syndrome	9781601522283	33504005664034	2012	
8	Teenage Alcoholism	9781601521644	33504005654431	2012	
9	Marijuana	9781601521606	33504005659232	2012	
10	Working with Animals	9780816077830	33504005671153	2012	CSM
11	Barron's Dog Bibles Boxers	9780764197703	33504005699394	2011	
12	How Eskimos Keep Their Babies	9781565129580	33504005692274	2012	
13	Copyright Law	9780838910924	33504005659158	2012	
14	Your Playlist can Change Your Life	9781402260247	33504005653953	2012	
15	The Serial Killer Whisperer	9781439199022	33504005659638	2012	
16					
17					
18					

Standing Orders, Direct Orders, Gifts and Media, see page 2

For Emery-Pratt orders W/O labels

Submit a Cataloging Request to Diane via spreadsheet.

Use **Emery-Pratt without labels** in the subject line of the email.

Include the TITLE, ISBN, BARCODE and PUBLICATION DATES from book received.

Use the Notes column to indicate Home Location & Type if different than regular circ. This column may be used to indicate edition or publisher. Diane will contact library for additional info as needed.

Please limit the number of titles per spreadsheet to no more than 50.

Direct Orders, Standing Orders, Gifts or Media

Submit a Cataloging Request to Diane via spreadsheet.

Give the piece a BARCODE. List the TITLE, ISBN, DATES and BARCODE.

List Home Location & Type if other than BKB.

	A	B	C	D	E	G	H	I
1	Cataloging Request BKCT (Feb 22) Donations							
2	Title	ISBN	Barcode	Date	Notes			
3	The Ethics of Touch	9781882908400	33504005553625	2010	CSM REF			
4	Baby Proof	9780312348656	33504005553708	2006	Casual			
5	Heart of the Matter	9780312554170	33504005553393	2010	Casual			
6	Mosby's Fundamentals of Therapeutic Massage	9780323048613	33504005553781	2009				
7	Why businessmen need philosophy	9780451232694	33504005553450	2011				
8								
9								
10								

OPTIONAL:

Indicate Series, Edition, or any other relevant information.

	A	B	C	D	E	F	G
1	Title	ISBN	Pub Date	Barcode	Series	Home	
11	Are Textbooks Biased?	9780737755503	2012	33504005750072	At Issue	BKB	
12	Book Banning	9780737755541	2012	33504005750312	At Issue	BKB	
13	Cell Phones and Driving	9780737751451	2011	33504005750387	At Issue	BKB	
14	Cyberbullying	9780737755626	2012	33504005750460	At Issue	BKB	
15	DNA Databases	9780737758900	2012	33504005750221	At Issue	BKB	
16	Drunk Driving	9780737758412	2011	33504005750148	At Issue	BKB	
17	How Does Advertising Impact Teen Behavior	9780737755787	2012	33504005750304	At Issue	BKB	
18	Human Embryo Experimentation	9780737755800	2011	33504005750395	At Issue	BKB	
19	Should Music Lyrics be Censored?	9780737758986	2012	33504005750239	At Issue	BKB	
20	Student Loans	9780737756005	2012	33504005750155	At Issue	BKB	
21	Ancient Greece and Rome Myths and Beliefs	9781448859931	2012	33504005750403	World Mythologies	BKB	
22	Ancient Egypt's Myths and Beliefs	9781448859948	2012	33504005750320	World Mythologies	BKB	
23	Ancient China's Myths and Beliefs	9781448859917	2012	33504005750247	World Mythologies	BKB	
24	Native American Myths and Beliefs	9781448859924	2012	33504005750163	World Mythologies	BKB	
25	African Myths and Beliefs	9781448859894	2012	33504005750080	World Mythologies	BKB	
26	Ancient India's Myths and Beliefs	9781448859900	2012	33504005750486	World Mythologies	BKB	
27	The essential phone interview handbook	9781601631541	2011	33504005750742		BKCSM	
28	Job searching with social media for dummies	9780470930724	2011	33504005568144		BKCSM	
29	Social networking for career success	9781576857823	2011	33504005567815		BKCSM	
30	Your career in nursing	9781607148340	2011	33504005568193		BKCSM	
31	Freedom riders: Could you get on the bus?	9781608834013	2011	33504005750593		BKMED	
32	Post mortem: The death investigation crisis in America	9781608834396	2011	33504005750676		BKMED	
33	Football High: Bigger and faster, but safer?	9781608834792	2011	33504005750528		BKMED	
34	Prohibition	9781608834303	2011	33504005750759		BKMED	
35	Power surge	9781608834723	2011	33504005567922		BKMED	
36	Immediate: The local food movement takes root	9781608834723	2011	33504005567922		BKREF	