

**UNIVERSITY OF MEMPHIS LIBRARIES, CATALOGING DEPARTMENT  
REQUEST FOR INDIVIDUALIZED GIFT PLATES**

To: Head or Assistant Head, Cataloging Department  
From: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Standard gift plates are 3.5”h x 3.0”w with archival quality paper and adhesive. Standard procedures call for plates to be affixed to books on the center of the left front endpaper, except where the endpapers have distinctive illustrations or decorations. Contact Cataloging staff members with questions regarding specialized procedures required for non-book formats or other special conditions.

**Quantity needed and format of material to which plate will be affixed:**

_____ atlases	_____ CDs, DVDs (on case)	_____ other; describe
_____ audiocassettes (on case)	_____ microfiche (on sleeve)	_____
_____ books	_____ microfilm (on box)	_____
_____ books, miniature ( <3.5”h x 3.0”w )	_____ mixed media	_____
_____ boxed assortment	_____ music scores (on binder)	_____
	_____ videocassettes (on box)	_____

**Print or type the exact wording** of titles (Ms., Dr., etc.), names, and occasions on the appropriate lines below:  
Donated by \_\_\_\_\_  
In Honor Of \_\_\_\_\_  
In Memory Of \_\_\_\_\_  
On the Occasion Of \_\_\_\_\_  
Donation date (if wanted on plate) \_\_\_\_\_

Font (Bold), check one:    \_\_\_ **Times New Roman**    \_\_\_ *Monotype Corsiva*



Proof copy prepared by \_\_\_\_\_ Date \_\_\_\_\_ Approved by gift recipient \_\_\_\_\_ Date \_\_\_\_\_