

Use a new request slip for each unique item (box, volume, map, publication, etc.)

Researcher Name:

Date:

**COLLECTION IDENTIFICATION**

<i>Collection/Record Series Number</i>	<i>Collection/Record Series Title</i>

**ITEM IDENTIFICATION**

*Manuscripts & Records*

<i>Box or Volume Number</i>	<i>Folder Number and Title or Volume Title</i>	<i>Location (for staff use)</i>

or

*Maps, Plans & Drawings*

<i>Number</i>	<i>Title, date</i>	<i>Location (for staff use)</i>

or

*Publications*

<i>Call Number</i>	<i>Title, author, date</i>	<i>Location (for staff use)</i>

<i>Refile date:</i>
<i>Staff initials:</i>