

Packing List: Books -- 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	Contains Items to Disbind?*	Additional Notes
1	5	N	
2	3	S	

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

Itemized List:

Box Number: 1		
Title (Full or Partial)	Disbind?	Notes
A Cowboy's Reminiscences	N	
Recipes for Cooking Things	N	
Journal of a Texas Housewife	N	
The History of John Doe's Colony	N	
Finding Your Way Around Nowhere, Texas	N	

Box Number: 2		
Title (Full or Partial)	Disbind?	Notes
Portrait Photography in a Post-Dialectic Society	Y	
Yearbook of Metropolitan University	Y	
Scenes of a Small Town in the Gulf of Mexico	N	



Packing List: Books

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: _____ **Shipping List for Shipment** ____ of ____.

Box Number	Number of Items	Contains Items to Disbind?	Additional Notes

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: _____

