



**Rare Book and Manuscript Library**  
Columbia University in the City of New York

**Records Transmittal and Receipt**

**To be submitted to the RBML at least two weeks prior to requested date of shipment**

**For Staff Use Only**

Date Received:	Containers Received:
Accession Number:	Collection Number:
Collection Name:	<input type="checkbox"/> New Collection <input type="checkbox"/> Existing Collection
Bib ID #:	Received and Approved by:
Location:	CMD Entry?

Name of Donating Office/Individual: \_\_\_\_\_

Projects/Events/HR Work Represented in Files:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person Preparing Shipment: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ Preferred Date of Shipment: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Number of Boxes in Shipment: \_\_\_\_\_

Rare Books and Manuscript Library Staff Contact: Carolyn Smith \_\_\_\_\_

For example:

Box Number	Summary of Contents	Inclusive Dates of Records in Each Box
1	Program files and programs for Annual Campaign	1985-1986
2	Correspondence	1990-1992

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