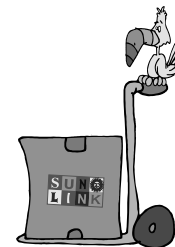


# “Adds & Deletes” Checklist

Check out this checklist before you mail your package!  
No package to mail? Read first 3 parts only!



- I carefully read all instructions and called (or emailed—[sunlink@mail.ucf.edu](mailto:sunlink@mail.ucf.edu)) if there was something I did not understand. And I did this more than 24 hours before the deadline!
- Although I have no “adds” to report (because all are coming from vendors), I have mailed or faxed (1-866-873-0721 (FL only) or 407-384-2077) the “adds” cover sheet to SUNLINK showing Zero (0) “adds.”
- Although I have no “deletes” to report this year, I have mailed or faxed (1-866-873-0721 (FL only) or 407-384-2077) the “deletes” cover sheet to SUNLINK showing Zero (0) “deletes.”
- If I sent musty old shelflist cards for “deletes,” I bundled them neatly with rubber bands. You mean someone will actually be touching these? Yuck!
- If I used an “adds” bibliography or a MARC download list for “adds,” I checked to be sure our call number is written next to each title. I don’t want anything returned to me for corrections!
- If I used a “deletes” bibliography, I checked to be sure my school is the only school listed for each title.
- I did not send anything printed in a font size that will require the use of a magnifying glass!
- If I used a Workform for either “adds” or “deletes,” I checked for handwriting legibility, and complete information. You mean someone actually has to READ this stuff??
- All “adds” or “deletes” are clearly labeled which are which so that the harried SUNLINK staffer who opens my package won’t have to call me and ask!
- Cover sheets, completely filled out, are included in the package(s).
- The envelope or box used is sturdy and/or reinforced with tape so that nothing gets torn or lost in the mail. I don’t want to get a call saying my envelope arrived torn and empty!!
- If I have more than one package, each is labeled (1 of 2, 2 of 2) so my complete batch can be reassembled at the SUNLINK office by that exhausted staffer who deals with these from hundreds of schools!
- I am mailing my “Adds & Deletes” to SUNLINK as soon as they are ready and not waiting until the very last day before the January 31<sup>st</sup> deadline. Mailmen deserve a break, too!