

Headings for CMT Database
Draft April 18, 2001

Priority: Priority Level/Date Assigned

Project: Project Name
Date Input
Contact Person
One time/Ongoing

Size: Number of volumes/linear feet
LC Call Numbers/Identifiers
Location/Deck/Area

To Be Done: Bib, Item, Piece Maintenance
Recataloging
Analyzed
Transfer
Withdrawal
Poor Condition Review
Other

Personnel: Primary Personnel/Area
Other Depts. Affected

Status: Goal for Completion Date
Required Sequence/Relation to Other Projects
Current Status
Complications
Segments on Hold/Reason
Date Completed
Comments/Notes