CARL Program Planning Manual, Appendix C

California Academic & Research Libraries

REQUEST FOR MAILING LABELS

OR MEMBERSHIP LISTS

There are two ways to send this form to the CARL Membership Director:

E-mail

- 1. Use your WWW browser's "Send" function to e-mail the form to yourself.
- 2. Fill it in and forward it to the Membership Director's e-mail address.

U. S. Mail

- 1. Print out the form.
- 2. Send the completed paper copy via U. S. mail to the Membership Director's mailing address.

CARL provides printouts from its mailing list for association activities. At the discretion of the Membership Director, mailing labels may be provided to related organizations at cost (but not for advertising or recruitment purposes).

Format [Select one]	
Mailing Labels (dimensions: 1" x 2-5/8")	
Printed list	
List sent via e-mail	
Information to include	
Name and Address	
Name/Address/Phone/E-mail	
Full member record	
Membership forms	
Other: (Please describe)	
Sorting Order [Select one]	
Last name	
Zip code	
Institution	
Other: (Please describe)	
Region (if applicable) [Select one]	
North only	
South only	
Interest Groups (if applicable)	
ABLE	
CALM	
CARLDIG	
CCIG	
CDIG	

DIALGIPIGCARLITSCILSEALTSIG Other Groups (if applicable)Campus liaisonsExecutive Board membersInterest Group officersVolunteersOther: (Please describe) Request date:Date Needed:(Allow 2 weeks for delivery) Requestor:E-mail: Phone:Purpose for which product is being requested: Name and Address to which product should be sent:	CSUL			
CARLIT SCIL SEAL TSIG Other Groups (if applicable) Campus liaisons Executive Board members Interest Group officers Volunteers Other: (Please describe) Request date: Date Needed: (Allow 2 weeks for delivery) Requestor: E-mail: Phone: Purpose for which product is being requested:	DIAL			
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Campus liaisons Executive Board members Interest Group officers Volunteers Other: (Please describe) Request date: Date Needed: (Allow 2 weeks for delivery) Requestor: E-mail: Phone: Purpose for which product is being requested:	Other Groups (if a	applicable)		
Interest Group officers Volunteers Other: (Please describe) Request date: Date Needed: (Allow 2 weeks for delivery) Requestor: Phone: Purpose for which product is being requested:				
Volunteers Other: (Please describe) Request date: Date Needed: (Allow 2 weeks for delivery) Requestor: E-mail: Phone: Purpose for which product is being requested:	Executive Bo	ard members		
Other: (Please describe) Request date: Date Needed: (Allow 2 weeks for delivery) Requestor: E-mail: Phone: Purpose for which product is being requested:	Interest Group	p officers		
Request date: Date Needed: (Allow 2 weeks for delivery) Requestor: E-mail: Phone: Purpose for which product is being requested:	Volunteers			
Requestor:E-mail:Phone:Purpose for which product is being requested:	Other: (Please	e describe)		
E-mail: Phone: Purpose for which product is being requested:	-			
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