

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

- ___ CSUL
- ___ DIAL
- ___ GIPIG
- ___ 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:

Name and Address to which product should be sent:
