

C.A.P.

COLLECTION ANALYSIS
& PLANNING

Request Form

Perma-Bound is pleased to analyze your library's collection using our unique Collection Analysis service. Following the analysis, we will provide a suggested title list to complete your collection within budget.



CAP Collection Analysis & Planning

Date Needed: _____

Date Collection Imported: _____

School Name: _____		
Contact: _____	Title: _____	
Address: _____		
City _____	State _____	ZIP _____
Phone: (____) _____ - _____	Fax: (____) _____ - _____	
Email: _____		

School Information:

Grades (required): _____

Number of Students (required): _____

Call Numbers Used: _____ E FIC SC

Student Diversity: African American _____% Asian American _____%

Native American _____% Hispanic _____%

Non-English Speaking – note language(s) spoken _____%

Budget: \$ _____ Phase 2 \$ _____ Phase 3 \$ _____

Phase 4 \$ _____ Phase 5 \$ _____

Proposal Information:

Customer Expressed Needs/Wants: _____

Emphasis: _____

Reading Program: _____

Curriculum: _____

Series/Sets: _____

Reading Levels: _____ Interest Levels: _____

Spanish Titles Bilingual Titles High/Low Titles

Special Lists: _____

Delivery:

Format Requested:

Print CD ROM Email Web Account

File Format: _____ user id

Excel Spreadsheet Word Document

For Office Use:

MARC Record File Name: _____ Location: _____

SmartSearch File Name: _____ .mdb Location: _____