

Patron Transfer

Losing Library CMLS Code _____ **Gaining Library CMLS Code** _____

Effective Date _____ **City, State** _____

Patron's name and ID _____ **Date of Birth** _____

Old Address _____ **New Address** _____

Old Telephone _____ **New Telephone** _____

Disability Blindness Visual Handicap Physical Handicap
 Deaf-blindness Reading Disability

U.S. Passport Number (only for new overseas service) _____

Media Used Digital Cassette Braille Large Print BARD

Equipment Transferred (complete only if patron is bringing equipment to new location)

DTBM model/serial number _____ RCU serial number _____

CBM model/serial number _____ Headphones _____

Pillow speaker _____

Equipment Needed DTBM CBM RCU Headphones Pillow speaker Other _____

Mailing List and Periodicals Subscriber Record

Transfer submitted to CMLS with new patron address CMLS cancel?

Transfer submitted to CMLS without new patron address

Mailing List and Periodicals Subscription Record

Patron subscribes to the following CMLS periodicals (use publication codes from CMLS Manual)

Patron subscribes to the following non-CMLS magazines

Records Forwarded with This Transfer

Reading record folder(s)

Amplifier application (if issued) Original application (**required**)
 Copy of CMLS/Subscriber Transaction (Form 73-166) Patron machine history (Form 73-162b)

Losing Library

Letter informing patron of transfer of records with library address sent on _____

Losing MLA library notified on _____ Losing BR library notified on _____

Gaining Library

Letter of welcome indicating receipt of records with library address sent on _____

If patron reads braille and gaining library does not serve braille, letter sent on _____
informing patron of transfer of braille service to _____

If gaining MLA separate, MLA notified on _____