GENERAL LIBRARY INVENTORY RECORD
NAVEDTRA 5070/4 (Rev. 5-78)
S/N 0115-LF-050-7041

INSTRUCTIONS

1. Maintain separate record sheet for different types of material; for example, hardbound books, audio, film, microforms, etc.
2. For dollar value of materials, use Navy standard fiction and non-fiction, or special, prices as applicable for material received from library stock, monthly, or special distribution. Use actual cost for material received as CNET SUPPORT special purchases and locally funded material.

TYPE OF MATERIAL			RUNNING TOTAL NO. OF ITEMS IN COLLECTION *(Total at start)*	DOLLAR VALUE OF MATERIALS ADDED	EXPLANATION
DATE	ADDED +	DROPPED —			Explain source or withdrawal action; i.e., monthly distribution, special distribution, stock, special request order, gift, local purchase, surveyed (worn), loss by inventory, etc.

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