NRLF DEACCESSION FORM

1. Requestor ____________________________ 2. Date ________________________________

3. Phone # ____________________________ 4. Signature ________________________________

5. Institution ____________________________ 6. Unit ________________________________

7. Reason for deaccession:
   □ Patron Request
   □ Duplication
   □ Other (Explain)

8. Bibliographic Information: Attach a copy of the record or fill in the following information:
   a. Title of item or set ________________________________
   b. Call Number: __________________
   c. Shelving Unit:

9. Indicate which one of the two deaccessioning options you are requesting for this title:
   □ Item(s) to be deaccessioned currently located at NRLF.
     Complete 10 a,b,c for each physical item.
   □ Item(s) to be deaccessioned currently in the hands of owning unit staff or other authorized staff.
     Requestor will keep the item(s) and do the following for each physical item:
     a. Remove the NRLF bar code and attach it in 10 (a).
     b. Indicate any vol. information in 10 (b).
     c. For volumes, record the spine width (to the nearest 1/4" rounding down),
        For non-book items (boxes, packages, bundles, etc.), record the dimensions (LxWxH) in 10 (c).

10. (a) ____________________ (b) ____________________ (c) ____________________
     Barcode #/Label                      Vol info.                      Spine Width (nearest ¼”)

________________________________________________________________________________
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NRLF Internal Use Only

Date Received: ________________  Deac Initials: ________________  Deac Date: ________________
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<th>Spine Width (nearest ¼”)</th>
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Date Received: _____________  Deac Initials: _____________  Deac Date: _____________

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NRLF/Deposit Services/ 12/1/99