

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) Barcode #/Label	(b) Vol info.	(c) Spine Width (nearest 1/4")
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NRLF Internal Use Only

Date Received: _____ Deac Initials: _____ Deac Date: _____

