REQUEST FOR PICK-UP
OF WITHDRAWN LIBRARY MATERIAL

Directions: Make copies of this request as needed. Keep books and AV items in separate boxes please. *Fill out the form and pony to Library and Textbook Services for pickup.*

TO: Library and Textbook Services

FROM: _____ _____
(Librarian) (School)

DATE: _____

RE: Withdrawn Library Books or AV (circle)

Please pick up _____ books or AV (circle) which are packed in _____ manageably sized boxes for disposal (no larger than a typical box your books are delivered in from a vendor).

I certify that these books have been withdrawn from my inventory and were weeded from the school collection according to standard professional guidelines.

_____
(Signature)

Approved: _____ _____
Director of Library and Textbook Services
Date