Does your department wish to receive any copies of this discarded resource?

☐ Yes — give us ______________ copies of the discarded resource.

☐ No, we don’t want any copies of the discarded resource.

NOTE: The IRR Department does not place copies of discarded resources on reserve at the library. If you wish copies placed there, request that copies be discarded to your department, and follow the standard procedure for placing resources on reserve.

COMMENTS:

DEPARTMENT APPROVAL

Permission is granted to discard the above rental resource. If the resource is used by more than one instructor, the signature of the department chair signifies approval of each instructor.

SIGNATURE OF INSTRUCTOR DATE

SIGNATURE OF DEPARTMENT CHAIR DATE