



# LIBRARY DISPOSAL FORM

DATE:

PAGE NO.:

## REASON(S) FOR DISPOSAL

☐

OBSOLETE

☐

UNSERVICEABLE /DAMAGED

☐

OTHERS (PLEASE SPECIFY):

## MODE OF DISPOSAL

☐

FOR DONATION

(must be accompanied by an approved letter of request)

☐

FOR DUMPING

☐

FOR SALE

☐

OTHERS (PLEASE SPECIFY):

ITEM	ACCESSION NO.	CALL NUMBER	BIBLIOGRAPHIC DESCRIPTION	COPIES	REMARKS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

### RECOMMENDED BY:

SENIOR ASSOCIATE, IMU

DATE:

### NOTED BY:

SENIOR OFFICER, IMU

DATE:

### DONATED/SOLD TO:

### APPROVED BY:

MANAGER, KMNO

DATE:

### RECEIVED BY:

(SIGNATURE OVER PRINTED NAME)

DATE: