**WITHDRAWAL TYPE:** _____ USABLE; _____ IRREPARABLE; _____ LOST; _____ MISSING; _____ MISSING (inventory)

*Circle or X the type of withdrawal above: do not combine types on list or in boxes*

**WITHDRAW LOCATION:** ____________________ **INITIALS** ______ **DATE PREPARED:** ________ **Page** ______ of ______

*invert authors' names; omit initial articles in titles; send list to head, Acquisitions*

**BOX LABELS:** Line 1 = B[ook] + year digits + sequential # in hundreds; Line 2 = IR[reparable] or US[able] + OPAC LOC, e.g. B06001/IRMAI

**[Excel:WDmat/8/06]**