

LRC Textbook Return and Confirmation Form

Teacher: _____

Date: _____

Complete one copy of this form for each box/container being returned. The list of items being returned (step 3 below) MUST BE SPECIFIC TO THE BOX OR CONTAINER you reference in step 2. Do not list items that are being returned in other boxes or containers. The LRC will notify you if there are any discrepancies between what you list as returned and what is actually received.

(1) Specify the reason for the return (please check the applicable statement(s)):

- The student they are on loan to is being closed to DBVI Ed Services (student graduated, moved out of state, deceased). **Student Name:** _____.
- The student they are on loan to is transferring to another school division. **Student Name:** _____.
- They are no longer needed.

(2) The items are being returned in:

- An LRC Container. If so, enter the *container#*: _____.
- A box.

(3) List the items that are enclosed in *this* box or container:

HOLDING ID <small>(i.e. BR99999 or LP12345)</small>	Title (Optional)	Copy#	Volumes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LRC USE ONLY <small>(confirm/note/initial)</small>	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

(4) Notes (Optional):

LRC USE ONLY (Notes):

