

Request for Review of Outdated Publication
Request For Reprint Of Out Of Stock Publication

Pub. No. _____ Date _____

Title _____

Author(s) _____

Date Originally Printed:		Number Printed:	
Number Sold in last 5 years		Copies Currently in Stock:	
Date last reviewed:		Copies in Stock at that time:	
Number sold since last review:		* Cost of purge:	

FUNDING SOURCE: CES AES 4-H Other _____

Number requested for reprint: _____ Estimated cost to reprint: \$ _____

Resource Center clerk _____ Date _____

Approval of Request to Reprint: If author is no longer available, the department head will determine reprint status.

_____ Content okay, leave as is, review again in _____

* *Any of the following choices will necessitate purging current stock.*

_____ Content okay, re-edit, re-format, distribute.

_____ Author will revise completely and initiate new *Publication Proposal, Review, and Approval Form.*

_____ Publication obsolete, remove from consumer catalog and resource center shelf and web site.

Author(s) _____ Date _____

Department Head _____ Date _____

Associate Dean _____ Approved Not Approved Date _____

C&T Manager _____ Date _____

Resource Center inventory information: (To be completed by Resource Center clerk after decision is made.)

IF REPRINTED:

IDR, FPO or PO		Date ordered		Quantity ordered	
Individual cost		Total cost		Consumer Price	
Date received		No. received		Note:	

ACTUAL PURGE:

Date purged		Number purged		Cost of purge	
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