FILING DEADLINE REQUEST FOR EXCEPTION

INSTRUCTIONS: Please complete this form and FAX to 609.278.2652, Attn: Laretha Head. This form must be received no later than 8:00 a.m. March 23, 2015 for consideration to extend the filing date. Note that filing date extensions are not permitted if an extension was granted in a prior year.

Library Name: _______________________________ City: _______________________________

County: __________________________ Library Director: _______________________________

Email: _________________________________ Phone: _________________________________

A. Thorough narrative explanation of failure to meet filing date:

B. Explain what steps will be taken to assure that the filing date is met in subsequent years:

Director Signature: _______________________________ Date: ___________________________

Board President Signature: __________________________ Date: ___________________________

Contact information: rkeith@njstatelib.org 609.278.2640 ext. 192

Affiliated with Thomas Edison State College