



DEPARTMENT OF EDUCATION

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AIM RETURN DOCUMENTATION

Student Name: Jane Doe
Student ID: 123456
School: Newark Elementary
Title: Communities
ISBN: 0-15-309785-X
Digital Rights Manager: Lorie Miller

Access to the materials you have requested on behalf of the student named above expires on **June 30, 2014**. As a Digital Rights Manager, you are responsible for the return of materials to the AIM Center and/or the removal of digital materials from computers on which they were loaded.

Return of hard copy materials/digital storage devices. Use the envelope supplied at the time of delivery to return all materials, including any digital storage devices that were used to transfer files to you. You may use **State Mail Stop N420/University of DE/Center for Disabilities Studies** for returns.

Removal of digital materials from computers. Delete any files, e.g. Accessible PDF, audio, DAISY, that were downloaded from emails, websites, or digital storage devices including flash drives and CD's. Make sure that the files are deleted from ALL computers, including your own, those used by the student, or any others that stored the materials.

Within three school days of the expiration date noted above, return this form to the AIM Center. Complete the information requested below to document your responsible return/disposition of the materials. Select all that apply:

- I am returning hard copy materials/digital storage device to the AIM Center.
- I have deleted the AIM referenced above from all computers on to which it was loaded.
- Other _____

Once the AIM Center has verified that this form and all materials have been received, a receipt will be issued to you via email. Thank you for your cooperation.

DRM Verifying Return/Disposal of Materials:

Print Name: _____

Sign Name: _____

Date: _____