

# REQUEST FORM FOR MEDIA MATERIALS, SBU LIBRARY

(Audio and Video recordings, Multimedia, CD-ROMs, computer files, kits, graphics, etc)

## For library use:

Request rcvd \_\_\_\_\_  
Fund code \_\_\_\_\_  
In requests? \_\_\_\_\_ If so, for  
which campus? \_\_\_\_\_  
On order? \_\_\_\_\_ If so, for  
which campus? \_\_\_\_\_  
In SWAN? \_\_\_\_\_  
OCLC # \_\_\_\_\_  
Bib# \_\_\_\_\_  
Order # \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Suppressed \_\_\_\_\_  
Unsuppressed \_\_\_\_\_

Requestor \_\_\_\_\_  
Dept \_\_\_\_\_ Course# \_\_\_\_\_ Your e-mail or phone (optional): \_\_\_\_\_

Next semester course will be taught: \_\_\_\_\_ Circle campus(es) BOL MV SPR Salem

TITLE \_\_\_\_\_ FORMAT \_\_\_\_\_

Series or Set title \_\_\_\_\_ COST \_\_\_\_\_

WERE MATERIALS PREVIEWED? \_\_\_\_\_ PUBLISHER \_\_\_\_\_

NOTES: DISTRIBUTOR \_\_\_\_\_ Catalog# \_\_\_\_\_

<<<<Please attach a brochure or catalog to help us in processing the order>>>>

MESSAGE TO REQUESTOR: *Thank you for your request!*

\_\_\_\_ LIBRARY OWNS \_\_\_\_\_ Item is UNAVAILABLE. Please return this  
\_\_\_\_ Item now READY FOR USE \_\_\_\_\_ form if you know an additional source.

CALL NUMBER: \_\_\_\_\_

# REQUEST FORM FOR MEDIA MATERIALS, SBU LIBRARY

(Audio and Video recordings, Multimedia, CD-ROMs, computer files, kits, graphics, etc)

## For library use:

Request rcvd \_\_\_\_\_  
Fund code \_\_\_\_\_  
In requests? \_\_\_\_\_ If so, for  
which campus? \_\_\_\_\_  
On order? \_\_\_\_\_ If so, for  
which campus? \_\_\_\_\_  
In SWAN? \_\_\_\_\_  
OCLC # \_\_\_\_\_  
Bib# \_\_\_\_\_  
Order # \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Suppressed \_\_\_\_\_  
Unsuppressed \_\_\_\_\_

Requestor \_\_\_\_\_  
Dept \_\_\_\_\_ Course# \_\_\_\_\_ Your email or phone (optional): \_\_\_\_\_

Next semester course will be taught: \_\_\_\_\_ Circle campus(es) BOL MV SPR Salem

TITLE \_\_\_\_\_ FORMAT \_\_\_\_\_

Series or Set title \_\_\_\_\_ COST \_\_\_\_\_

WERE MATERIALS PREVIEWED? \_\_\_\_\_ PUBLISHER \_\_\_\_\_

NOTES: DISTRIBUTOR \_\_\_\_\_ Catalog# \_\_\_\_\_

<<<<Please attach a brochure or catalog to help us in processing the order>>>>

MESSAGE TO REQUESTOR: *Thank you for your request!*

\_\_\_\_ LIBRARY OWNS \_\_\_\_\_ Item is UNAVAILABLE. Please return this  
\_\_\_\_ Item now READY FOR USE \_\_\_\_\_ form if you know an additional source.

CALL NUMBER: \_\_\_\_\_