

**REQUEST FOR AUDIOVISUAL MATERIAL
TO BE ADDED TO LIBRARY COLLECTION**

1. **Requester's name** _____

2. **Justification for ordering:**

Please note that your request will be given every consideration; however, budget constraints may limit purchases.

- 3. If you are requesting more than one title, **prioritize** them.
- 4. You may attach a brochure, page from a catalog, a bibliography, or any other printed information about the material you are requesting in lieu of completing the bottom half of this form.
- 5. If you do not have the appropriate material referred to in #4 above, provide as much of the following information as possible.

Title (Include subtitle if one exists) _____

Type of material (example: digital video disc, compact disc, videotape, audiocassette, etc.) **Note:** If the material contains more than one item, please list contents, such as a set with 3 videos and 3 manuals.

Catalog number _____ **Date of publication** _____

Publisher _____

Address of publisher _____

Cost _____

Source of this information _____

Please return this form to the SCC Library. Thank you.