

Order # PR \_\_\_\_\_

Fill in, print, & send to Library AV Dept.

### PREVIEW MATERIAL REQUEST

Today's Date: \_\_\_\_\_

Title: \_\_\_\_\_

Please indicate number of items and type of media \_\_\_\_\_

Catalog Number: \_\_\_\_\_

Purchase cost (if known) \_\_\_\_\_ Preview cost (if any) \_\_\_\_\_

**Adherence to copyright laws is the responsibility of the borrower.**

Preferred Use Date: \_\_\_\_\_

Alternate Use Date: \_\_\_\_\_

**Note: Previews cannot always be ordered for specific use dates.**

Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone # : \_\_\_\_\_ Fax # \_\_\_\_\_

Website Address: \_\_\_\_\_

Requested by: \_\_\_\_\_ Development Center: \_\_\_\_\_

<b>Library use only</b>			
	DATE	INITIALS	FACULTY MEMBER NOTIFIED
Request Received			
Request Ordered			
Confirmed YES / NO			
Material Received			
Material Returned			(Way: UPS, USPS, Other)

Was this material previewed?      YES      NO

Was this material purchased?      YES      NO      PO # \_\_\_\_\_