

**UNIVERSITY OF DELAWARE LIBRARY
INSTRUCTIONAL MEDIA DEPARTMENT
REQUEST FOR NON-PRINT MATERIALS**

NAME _____ DATE _____

DEPARTMENT _____ PHONE _____ E-MAIL _____

DATE MATERIAL NEEDED FOR SCREENING: _____

NOTE: THE LENGTH OF TIME NEEDED TO LOCATE, ORDER, RECEIVE, AND PROCESS MATERIALS MAY VARY, DEPENDING UPON AVAILABILITY. MOST MEDIA ACQUISITION REQUESTS TAKE AT LEAST THREE MONTHS FROM DATE OF SUBMISSION TO BE FILLED. YOU WILL BE NOTIFIED WHEN THE TITLE YOU HAVE REQUESTED IS AVAILABLE FOR SCHEDULING.

PURCHASE _____ **PREVIEW** _____ (TO BE ARRANGED BY MEDIA STAFF)

TITLE _____

PRICE _____ **PROGRAM #** _____ **MINS.** _____ **FORMAT** _____

RELEASE DATE _____ **DIRECTOR** _____ **PERFORMER** _____

DISTRIBUTOR _____

ADDRESS _____

PHONE _____ **FAX** _____ **NOTES** _____

PLEASE ATTACH ANY AVAILABLE DESCRIPTIVE INFORMATION ABOUT THIS TITLE.

IN WHAT COURSES WILL THIS MATERIAL BE USEFUL? _____

RETURN THIS FORM TO: **FRANCIS POOLE**
HEAD, INSTRUCTIONAL MEDIA DEPARTMENT
Morris Library
or FAX to (302) 831-6197

(FOR ADDITIONAL INFORMATION ABOUT THIS REQUEST, CALL MEDIA SERVICES AT 831-8461)

FOR OFFICE USE: **B&W** _____ **COLOR** _____ **MINUTES** _____

FUND # _____ **SELECTOR:** _____