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| Audio Visual Material Purchase Request |

[Press the TAB key to move from field to field] [Do NOT use the ENTER key]

**Requesting Individual/Department:** **Date:**

**Material(s) being requested: (Check one)**

**DVD** **CD Title Requested:**

**ISBN #:** **UPC Code:**

**Vendor:** **Cost:**  **each**  **set**

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| **Please answer the following questions to support the requested selection.** |

**1. What course(s) does this request support?**

**2. If two or more DVDs are requested at the same time for the same course, why are multiple visuals needed?**

**(Support with course content / objectives / competencies)?**

**3. What other films are already available in the Library in support of this course?**

**4. Can this DVD be used in any other course? List course(s) it applies to.**

**5. Does the instructor(s) for the other course support the purchase of this video and plan to use it? (check one)**

**Yes**  **No Instructor(s):**

**6. Has this DVD been previewed?**  **YES** **NO Rating (1 = excellent/10 = poor):**

**7. How many films are typically shown in this course each semester?**

**Electronic Signatures**

        Date:

        Date:

        Date: