

✖ 6212
 ✖ Tami Murakami, Graphic Artist
 ✖ 6457
 ✖ Dr. Rosa Hall, Dean
 ✖ 6210
 ✖ Cheryl Burleson, Clerical Assistant III
 ✖ 6211
 ✖ Shirlene Thatch, Coordinator
 ✖ 6213
 ✖ Joseph West, Technician
 ✖ 6072
 ✖ Kim Williams, Clerical Assistant II



ANTELOPE VALLEY COLLEGE

Instructional Multimedia Center



REQUEST TO EXTEND USE OF MEDIA

Date _____ Extension _____

Requested by _____ Dept/Division _____
Print

I acknowledge receipt of the following listed media to be used in connection with the instructional program of Antelope Valley College or for professional development.

Accession Number	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Media will be returned

Date _____ Time _____

Phone number where you can be reached _____

Where media will be kept

Room # _____

In office

Off campus

By signing for media, the individual takes responsibility for

- returning the media to the IMC
- replacing lost or damaged media (*actual cost of media + \$5.00 handling fee per item*)

 Signature Date

For Office Use Only

Approval

 Authorized IMC Staff: Date

Shirlene Thatch, Cheryl Burleson, Kim Williams or Joseph West

Media returned

 Date Time

 Initials