



MEDIA COLLECTION & RESERVES

Date _____

Extension _____

Requested by _____
Print

Dept/Division _____

Add Media to Permanent Collection
(Media must be captioned)

Place Media on Reserve
(Media must be captioned)

Format

- Blu-ray
- DVD
- Other _____

For Office Use Only

Media received

Date

Initials

Other faculty/staff may check the media out while placed on reserve in the IMC Yes No

- Remove Media from Permanent Collection**
 - Media is outdated
 - Media is damaged
- Remove Media from Reserve**

For Office Use Only

Media returned/removed

Date

Initials

Title(s)

For Office Use Only

Notations _____

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