

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



Instructional Multimedia Center



MEDIA COLLECTION

Date _____ Extension _____

Requested by _____ Print Dept/Division _____

Add Media to Collection

Format

- Audio Cassette
- CD-ROM
- DVD
- Video
- Other _____

Master is to be

- Copied for check-out (see back)
- Used for check-out

Media purchased by _____
Individual's Name Department/Division

Delete Media from Collection

Reason media is being deleted

- Inventory
- Faculty request
- Damaged
- Other _____

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

 For Office Use Only

Received by IMC _____
Date Name

Notations _____

