

# Audio/Video REQUEST FORM

## 1. Audio/Video Information:

A separate form must be used for each audio or video request.

Please attach a printout of your reference/citation to this form **or** fill out the fields below.

Today's date:

Title of Audio or Video (required):	
Studio/Publisher:	
Year (required):	ASIN/ISBN:

## 2. Please indicate the format of your item (required):

DVD                      VHS                      Audio Book                      CD                      Other

## 3. Delivery method:

Pickup audio/video items at Library Circulation Desk **ONLY**. The information you provide below will be used to notify you of the item's arrival.

- Please allow 1 to 2 weeks from the date of your request for items to arrive.
- There is no charge for the Interlibrary Loan of audio/video materials.

## 4. Client Information:

Please be advised, orders cannot be processed without ALL of the following client information. Thank you.

Name (required):	Last Name (required):
Campus or home mailing address (required):	
Department affiliation (required):	
Telephone (required):	Email (required):

## 5. Please indicate your status at Stevens (required):

Undergraduate student                      Graduate Student                      Ph.D. student  
  
Faculty    Staff

6. I do not need this item after \_\_\_\_\_(date)

7. Please return this completed form to the Library Circulation Desk.

=====THIS SECTION FOR LIBRARY USE ONLY=====

Source	Date Received	Cost:	Vendor:
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