

Semester _____
Year _____

Media Reserves Mouganis Instructional Media Center



Today's Date: _____

Course or Organization Name: _____ Course Number: _____

Instructor/ Group Leader Name _____

Phone: _____ Email: _____

Title of Materials: _____

Series : _____

Belongs to: Dept: _____ Individual : _____ MIMC : _____ Media Library Code # : _____

Format (CD, CD-ROM, DVD, DVD-ROM, VHS Tape, etc.): _____

Packaging: (original case, replacement case, no case, etc.): _____

Print Materials Needed: (workbook, lab manual, video workbook, worksheets, exam, quiz, etc.): _____

Location of Written Materials: (brought in by user, kept in lab, etc.): _____

DETAILS, INSTRUCTIONS: (Please select your choices below)

1. This is (select all that apply) : (an assignment , make-up work, homework, supplementary work, extra-credit work, other): _____

2. Students/group members must work alone / may work together /other: _____

3. Students/group members may use the following (select all that apply) : (text, dictionary, syllabus, internet, other): _____

4. Users may ask for help / may have NO assistance. Who may help them? (MIMC staff, other students, tutor, other): _____

5. Work must be done in one sitting / other _____

6. Answer sheets/film critique sheets, etc., must be handled as follows (select all that apply) :

- _____ Stamped upon initial use to validate that they are blank.
- _____ Initialed & dated by lab staff after each use by student.
- _____ Kept by lab staff after initialed & dated, placed in students folder.
- _____ Student may keep all materials.
- _____ Other: _____

Other Requests: _____

Date of Use: _____

Deadline: _____

Disposal Instructions: (Instructor will pick up, mail ICM, assistant will pick, etc.)

Media Materials location: _____	MIMC Use Only
Written Materials location: _____	Media signed in on card by _____ date _____
Code used: _____	Media signed out on card by _____ date _____