

**Media Library & Exhibits Collection
Department of Communication Services
Inventory Sheet**

Title: _____

Series: _____

Format: ___ slides #___ ___ educational kit
 ___ cassette ___ transparency
 ___ script ___ notebook
 ___ video tape ___ guide
 ___ cd-rom ___ other: (please define)_____

Run time: ___:___ minutes

Acquisition:

Date entered: ___/___/___ Original price: \$___.___ Dupe Rights: _____

Producer: _____ Production Date: _____

Provider (Name/Dept.) _____

Note to provider:

Please provide a short description of this program for use in the online catalog.

Date of last review: ___/___/___

SEND COMPLETED FORM TO:

Linda Kimbrough, Dept. of Communication Services, Box 7603, NCSU, Raleigh, NC 27695-7603. This form must accompany each item to be placed in the media library. Your program will not be included in the media library until this form is received. If you have questions, e-mail us at: medialib@ces.ncsu.edu
OR CALL LINDA KIMBROUGH, CUSTOMER SERVICES COORDINATOR, AT 513-3111.