

AV PURCHASING PROCEDURES

Please follow these guidelines for quick processing:

1. Please complete the attached AV preview-firm order form **in its entirety**.
2. Send completed form to the LRC, Attn: Acquisitions.
3. Upon receipt of the DVD, the acquisitions technician will notify you that it is in the faculty AV order box (LRC, L-160). The item will have your name on it with a card informing you of the date that the preview is due back. You typically have **2 weeks** to preview. This is due to the mailing and processing time needed at both the receiving and return stages.
4. Sign and date the card showing receipt of the item; leave card in the box.
5. The preview form should be returned with item indicating a 'YES' with your signature and your division chairperson's signature. If marked 'NO' then only your signature is necessary. Please indicate why it isn't suitable.
6. Please return the item(s) by the due date. If DVDs are returned to the vendor, shipping charges are taken out of the appropriate AV budget.
7. You will be notified by the LRC processing department when your item is available for pick-up. Please note that the item isn't available until it has been processed.
8. Ordering preview videos/DVDs will cease in March in order to complete all previews and returns prior to May finals. Note: Four weeks shipping plus 2 weeks review takes us to finals week.

Ideal Guide:

ORDER	AVAILABLE
August/September	Spring Semester
January/ February	Fall Semester

AV PREVIEW-FIRM ORDER FORM

AV INFORMATION

Title of DVD: _____

Item/Catalog Number: _____

Vendor: (attach a copy of catalog page, if possible) _____

Price: _____ Shipping*: _____

*If previewed DVD is returned, the shipping cost will not be credited to the invoice. This amount will be charged to your department's AV account.

Does DVD need to be accessible on-line (i.e. for Angel)? _____

FACULTY INFORMATION

Faculty name: _____

Faculty email or extension: _____

Course name(s): _____

Classroom or online course: _____

Approximate number of students to view DVD: _____

Number of intended uses per semester/year: _____

****Do not order a DVD for preview
if preview is available to watch online.****

RECOMMENDATION FOR PURCHASE

Faculty Requestor: _____ YES _____ NO _____

If "no", reason: _____

Division Chairperson**: _____ YES _____ NO _____

**required for purchase