

# Media Center VMR Request Form

Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Date needed by: \_\_\_\_\_

The following information is required for each asset. The first one is an example of a filled out the form. I also need the actual asset to enter the copyright, artist/author, publisher, and other information. Feel free to make copies of this form as needed.

**Example Asset:** World Music CD

Name of CD/Book \_\_\_\_\_

Track Title/Page #: Pretty Polly ( or Track 4) You can list mulitple tracks (2,3,6,7,8) if they are part of the same Category AND Sub-Catagory

Library ID: CD 2261 (or ISBN)

Course(s)/Section: Mus-102-01

Course Category: Unit III

Sub Category: The Music of Kentucky

Active Until Date: May 15, 2007  
(mm/dd/yy)

**Asset 1:** \_\_\_\_\_

Name of CD/Book \_\_\_\_\_

Track Title/Page #: \_\_\_\_\_

Library ID: \_\_\_\_\_

Course(s)/Section: \_\_\_\_\_

Course Category: \_\_\_\_\_

Sub Category: \_\_\_\_\_

Active Until Date: \_\_\_\_\_  
(mm/dd/yy)

**Asset 2:** \_\_\_\_\_

Name of CD/Book

Track Title/Page #: \_\_\_\_\_

Library ID: \_\_\_\_\_

Course(s)/Section: \_\_\_\_\_

Course Category: \_\_\_\_\_

Sub Category: \_\_\_\_\_

Active Until Date: \_\_\_\_\_  
(mm/dd/yy)

**Asset 3:** \_\_\_\_\_

Name of CD/Book

Track Title/Page #: \_\_\_\_\_

Library ID: \_\_\_\_\_

Course(s)/Section: \_\_\_\_\_

Course Category: \_\_\_\_\_

Sub Category: \_\_\_\_\_

Active Until Date: \_\_\_\_\_  
(mm/dd/yy)

**Asset 4:** \_\_\_\_\_

Name of CD/Book

Track Title/Page #: \_\_\_\_\_

Library ID: \_\_\_\_\_

Course(s)/Section: \_\_\_\_\_

Course Category: \_\_\_\_\_

Sub Category: \_\_\_\_\_

Active Until Date: \_\_\_\_\_  
(mm/dd/yy)