

OPENING DAY VIDEO COLLECTION SERVICE PROFILE FORM

Contact Information

Name: _____ Title: _____
 Address: _____

 City: _____ State: _____ Zip: _____
 Phone Number (Day): _____ Fax Number: _____
 Email Address: _____
 Best Time of Day to Contact: _____
 Current School Name & District: _____

Opening Day School Information

Opening Day School Name: _____

 Opening Day School Address: _____

 City: _____ State: _____ Zip: _____
 Opening Day School District: _____
 New School Replacement School School Expansion/Refurbishment
 Other _____

Schedule/Budget

1. What approximate date is the School Library expected to open? _____
2. What approximate date do you need to receive the AV product? _____
3. What is the deadline for receiving the suggested Opening Day List? _____
4. The approximate budget for the AV Portion of the Opening Day List is: \$ _____

Collection Content & Services

We will prepare a Video Opening Day Collection List for you that will be customized by a team of Product Specialists and Curriculum Staff. Your list will include fiction, biographies and curriculum-based non-fiction titles. Please indicate if the list should also include the following media types:

DVD VHS Audiobook DVD-ROM

Cataloging Information

Will you require MARC Records for your order? Yes No
 If yes, with Bar Codes? Yes No
 If no, will you require alternative cataloging (single main entry cards, catalog card kits, etc.)? Yes No
 Will you require Full Processing for your order? Yes No

Additional Information

Please indicate in this space any additional information that you think is important for us to know. _____

Please attach additional sheet if necessary.

Delivery Options

How would you like to receive your Opening Day Collection list?

Select One Electronic Print Binder

Library Video Company Contact

Leslie Knapp, our Opening Day Specialist, will be working with you to ensure the list we provide meets your requirements. Please return this form to her and she will contact you within 2 business days to further discuss your request. If you have questions now, please feel free to contact Leslie today.

Leslie Knapp
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