To: **The Winnipeg School Division**

Library Support Services

Media Booking Requisition

School: _____ **Grade:** _____

Client Name: _____ **Client I.D. #:** _____

Date: _____ *Client I.D. # is a 6 digit number beginning with "9"*

To identify current titles and the **Media Booking Number** for videos, kits, or equipment items available from LRC Media Booking, go to the LSS Homepage <*http://www.wsd1.org/pc_lms*> and click on **Online Booking**. Book your selections online (except equipment) or complete this form and fax it to 783-9628. To book equipment, call the Media Booking Centre at 788-0203, x139.

List requests in order of delivery date required.

Media Booking # (videos, kits, or equipment only)	Title	Delivery 1st Choice Month/Day/Year	Delivery 2nd Choice or ASAP*

*NOTE: If delivery requested ASAP state latest acceptable delivery date.

October 2006 - jre