DCL ORDER FORM

date ordered_____ date needed_____ # of files_____

department_____ordered by_____

source agent_____call number_____

source title_____

_____

Dept order #_____

DCL order #_____

Comments_____

_____

date completed_____

completed by

SPECIAL INSTRUCTIONS:

Use ONE order form per source. Please indicate the page and figure number for images, the track number for CDs and the start and stop time for videos. Include information such as the AGENT, TITLE, DATE, MATERIALS, TECHNIQUES and suggested KEYWORDS for all materials so it can be catalogued accurately.