

THE MEDIA RESOURCE CENTRE

Requesting returns of all Media Resources **DVD's Loan videos & Media Equipment**

It's that time of year again, where we need to do an inventory of our media collections.

Please send back all videos/DVD's that belong to the Media Resource Department. They are either in a blue or yellow video case, DVD format or a video kit (large white case) with our department name, catalogue number and bar code.

If any are still in your school by the end of June, please send them back through our board courier services.

As well, please return any *outstanding Loan Equipment* that was borrowed from our department. (ie microphones/cables, lighting, amplifiers etc.)

Please return all media to:
97 Railside Rd., North York, Ontario (416) 397-6569