

Multimedia Reserve Request Form

Instructor Information (please print clearly)

Name: _____ Course #: _____ Semester _____

Daytime phone: _____ Building/Room#: _____

Email: _____

Type of reserve requested (check all that apply)

Enter individual video titles here:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Use reverse for additional titles

Silverstream Media Transfer - ONLINE COPY
 Video will be copied to a disc image and then formatted as a Flash video which can be played back online through your Blackboard Course. Streaming videos are all sized to 640x480 with complete playback control.

Standard Media Transfer - HARD COPY
 Video will be copied to standard DVD disc and then placed on reserve for the course of your choice. We do not copy for personal use. (NO EXCEPTIONS). Due to copyright restrictions, the Library will only make ONE copy of commercial videos for instructional use. Please include a blank DVD-R disc for each video submitted.

NOTE: Due to the nature of video encoding, all video transfers require 72 hours notice. The Library makes no guarantee that your videos can be successfully transferred and assumes no responsibility for the loss of quality from the source video. Original, analog copies (VHS, HI-8, DV, etc.) are prone to wear. It is your responsibility to ensure that the media you submit to this office is in playable condition. Visibly damaged tape cases and/or worn tapes may be rejected.

STAFF USE ONLY

Received by	Total originals received	MP4 / FLV completed	Originals picked up by
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