

FILM AND VIDEO COLLECTION SCHEDULING REQUEST

Date: _____

Send To: Video Scheduling
 Film and Video Collection
 University of Delaware Library
 (302) 831-8461 FAX (302) 831-6197
<http://www.lib.udel.edu/filmandvideo/>

Requestor: _____
 Department: _____
 Telephone: _____
 UD Net ID: _____
 Off Campus
 Delivery or On
 Campus PickUp: _____

TITLE	FORMAT	CATALOG NUMER	SHOW DATE	ALTERNATE DATE	TIME OF COURSE

NOTE: All scheduling requests must be received 7 full days prior to the first show date. For show dates within seven days, please check out media at the Film and Video Collection Service Desk with University of Delaware ID. Film and Video Collection materials may be scheduled by University of Delaware faculty, staff, and graduate students for use in regularly scheduled University classes and for authorized programmatic functions. Videos cannot be delivered to individual faculty offices, classrooms, or lecture halls. Scheduling requests may alternately be submitted online using the form found at the Film and Video Collection website.

PLEASE: Make sure this entire form is complete before you send or fax it to the Film and Video Collection to expedite the scheduling process. If there is a conflict with your booking, you will be contacted within two business days of receipt with further information.