

LIBRARY VIEWING ROOM SCHEDULING

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

Date: _____
 Requestor: _____
 Department: _____
 Telephone: _____
 UD Net ID: _____
 Course: _____

TITLE	FORMAT	CALL NUMBER	DATE	+ CLASS TIME + START	END	CLASS SIZE

NOTE: All scheduling requests must be received 7 full days prior to the show date. For show dates within seven days, please call 831-8461 during business hours (8am - 5pm, Monday - Friday). The Viewing Room may be scheduled for use by faculty and authorized teaching assistants in giving audiovisual presentations to regularly scheduled classes on a first-come basis. Scheduling requests may alternately be submitted online using the form found at the Film and Video website.

PLEASE: Make sure this entire form is completed before you send or fax it to the Film and Video Collection so that we may expedite the scheduling process. If there is a conflict with your booking, you will receive an email from the Film and Video Collection within two business days from receipt with further information.