

Online Video Reserves Request Form

Name:

Date:

Course name and number:

Video title and call number:

Date needed:

(Please allow a minimum of 2 weeks for videos to be added to the online reserve system)

1. Are students in the class required to view this video?
 Yes
 No

2. If the video is a feature film, are students required to view the entire video, or sections of it?
 Entire video
 Sections

3. If only sections of the video are required viewing, please indicate which sections either by scene number or timing:

4. Is the requested video listed on the course syllabus?
 Yes
 No

If no, please amend syllabus to include requested video.

5. Is the syllabus included on the course Angel website?
 Yes
 No

If not, please submit a copy of the course syllabus when submitting this form.

6. Are subtitles needed?

7. If so, what language?
 - a) First language choice:
 - b) Second language choice, if first not available:

Please return completed form, via campus mail or email, to Nancy Bernardi, Media Services Coordinator (337-7022, nbernard@gettysburg.edu); or Tim Sestrick, Director of Music and Media Services, (337-7045, tsestric@gettysburg.edu).