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 Moodle 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 Ronalee Ciocco, Director of User Services, (337-6994, rciocco@gettysburg.edu).