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 Natalie Hinton, Director of User Services, (337-7032, nhinton@gettysburg.edu).