



# Video Digitization Request Form

Include this information with your media

Instructor name:		Instructor NetID:	
Instructor email:		Instructor cell:	
Course & section #:		Semester:	
Date dropped off:			

*Please allow two weeks for processing your video. During the week before and the first three weeks of the semester, processing times can take over two weeks.*

Owner of media:                      Instructor                      Fondren Library\*    *(use separate form for each)*

- *Must be an original copy owned by the course instructor or by Fondren Library.*
- *Fondren Library media can be requested for a longer-than-standard checkout period at the circulation desk or can be renewed online while we digitize the media.*
- *No InterLibrary Loan materials, rental or streaming media.*
- *Format: Blu-ray, DVD, or VHS tape*

Titles of media:	1		<i>Please use a separate form for any additional media or for videos that have different special instructions.</i>
	2		
	3		
	4		
	5		

Special instructions: (Optional)  <i>Subtitles, audio tracks and special features may not be available on all discs.</i>	Subtitles:    English                      Other <i>please specify</i>
	Audio track: <i>please specify language</i>
	Include Special Features:
	Other ( <i>please specify</i> ):

Once digitization is complete, you will receive an email when your video is available for viewing in Canvas and the media is ready for pickup.

\*Instructors are responsible for bringing and returning Fondren materials.