RICE UNIVERSITY
Office of Information Technology
*Learning Environments*

# 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 | | *Please use a separate form for any additional media or for videos that have different special instructions.* |
| | 2 | | |
| | 3 | | |
| | 4 | | |
| | 5 | | |

Special instructions:

*Subtitles, audio tracks and special features may not be available on all discs.*

☐ Subtitles: ☐ English ☐ Other _____ *please specify*

☐ Audio track: _____ *please specify language*

☐ Include Special Features:

☐ Other (*please specify*):

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.