Robert A. L. Mortvedt Library
Audio-Visual Reserve Request Form

Information on submitting material for Course Reserves is available on our library website in the Library Catalog. Navigate to Course Reserves and scroll down to "Guidelines for Faculty." Copyright information is included.

If the following information has already been provided on the opposite side, skip down to the applicable section:

Dept: Course No: Sec No: Course Name:

Instructor: ___________________________ Email: ___________________________ Ext: ______________

Last name First Initial (only if a non-PLU address)

If you are Team Teaching, and items should be listed under other instructor(s), please indicate name(s):

Material Type: □ Video □ DVD □ Audio Tape
□ CD □ CD-rom □ Slides

Reserve Status □ 2 hours □ 24 hours □ 3 days □ 1 week

Personal copies of media material shall be affixed with call #’s and barcodes.

If non-PLU material, please supply title(s)

Effective Date: ___________________________ Removal Date: ___________________________

Request for Streaming Media: (eCourse required - see your Reserves Specialist)

□ CD:

Title: ___________________________ Tracks to be titled as: (if different from CD track names:)
Track nr: ______ Track title: ___________________________
Track nr: ______ Track title: ___________________________
Track nr: ______ Track title: ___________________________

□ VHS:

Title: ___________________________ Clip range nrs: ______ - ______

□ DVD:

Title: ___________________________ Scene selection nrs: ___________________________

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Instructor’s Signature: ___________________________

COMMENTS: ___________________________

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