LANGUAGE LEARNING CENTER

Streaming Media Request Form

INSTRUCTOR: _____ DEPARTMENT: _____

EMAIL: _____ COURSE: _____

TODAY'S DATE: _____ DATE NEEDED BY: _____

DURATION OF VIDEO SERVICE:	THIS YEAR				NEXT YEAR				INDEFINITELY
	AUT	WIN	SPR	SUM	AUT	WIN	SPR	SUM	
	☐	☐	☐	☐	☐	☐	☐	☐	☐

WHERE SHOULD WE **PICK UP** THE MATERIALS?

_____

WHERE SHOULD WE **DROP OFF** THE MATERIALS?

_____

Please fill out the following table with the resources you need:

* Please put the titles in **order of priority/urgency.**
* Please note in the title box if this is a **unique version** or release of the material (e.g., the 1948 version, or the 'Directors Cut').
* If there are **multiple videos, versions**, etc. on a single disc, please indicate which you would like for your course.
* An **Embed** code is something that allows you to put the media directly into yor Canvas/Moodle page. A **Link** is imply a separate webpage for viewing the media. Both options can be used in Canvas/Moodle, but a link must be used if you want to share it outside of Canvas/Moodle (e.g., via email, a course website, etc.)
* **Urgent** returns are for inter-library loans or rentals that need to be returned quickly.
* You and your department are responsible to attaining **copyright clearance** for materials that require it.

TITLE	AUDIO LANGUAGE	SUBTITLE LANGUAGE (OR N/A)	CANVAS/MOODLE **EMBED** CODE OR GENERAL WEB **LINK**	URGENT RETURN DATE
			LINK / EMBED	Y / N
			LINK / EMBED	Y / N
			LINK / EMBED	Y / N
			LINK / EMBED	Y / N
			LINK / EMBED	Y / N
			LINK / EMBED	Y / N
			LINK / EMBED	Y / N
			LINK / EMBED	Y / N
			LINK / EMBED	Y / N