Please include this information with your media:

| Instructor's Name: | ___________________________ |
| Instructor's NetID: | ___________________________ |
| Course # & section #: | ___________________________ |
| Date dropped off: | ___________________________ |

The main video with original-language audio and no subtitles will be digitized unless otherwise specified. **Please allow a turnaround time of one week or more.** You will receive an email when your media is complete and ready for pickup.

**Special instructions:**
- English Subtitles
- English Audio
- Include special features
- Other, please specify:

### Video requirements:
- Format: Blu-ray, DVD, or VHS tape
- Must be an original copy no backup copies.
- Must be owned by Fondren Library or by the course instructor.
- Must be owned by Fondren Library or by the professor; no video rentals or streaming video services.