



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: <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>):	

You will receive an email when your video is available for viewing in Canvas and ready for pickup.

*OIT and Fondren Library are working together to better assist faculty during COVID. During this period, library staff will deliver media to OIT for digitization. Email this completed form to the Fondren Library Circulation Desk to aid in the digitization of library media; please contact the desk for any assistance. circ@rice.edu or 713-348-4021