

**Please include this information with your media:**

Instructor's name:	
Instructor's NetID:	
Course # and section #:	
Date dropped off:	
Special instructions:	<input type="checkbox"/> Subtitles ( <i>e.g.</i> , English) _____ <input type="checkbox"/> Audio ( <i>e.g.</i> , Spanish) _____ <input type="checkbox"/> Include special features <input type="checkbox"/> 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.
- No streaming video services or Interlibrary Loan (ILL) materials.

### ADDITIONAL INFORMATION

- The main video with original-language audio and without subtitles will be digitized unless otherwise specified.
- Please allow **two weeks** for processing your video. During the week before the start of the semester and the first three weeks of the semester, processing times can take more than two weeks.
- If this is a Fondren Library copy you can request a longer-than-standard checkout period at the circulation desk or you may need to renew your material online while we digitize the media.
- You will receive an email when your video is available for viewing in Canvas and when your media is ready for pickup.

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