**VCR/DVD(s) used as Course Materials**

Any film you intend to show in class, ask your students to use during a specific time or consider as a source for your class needs to be placed on reserve. Warning, the Oberlin College Library videos/DVDs housed in A-V circulate for 2 days to faculty, staff and students of Oberlin College, so **only** by requesting these items for reserve are you ensuring that they are available to you or your students. You should request the film at least 4 days prior to needing to use it. It is highly recommended that you request all films at the beginning of the semester.
This advance request is for films the library already owns - if a film must be ordered please plan on it taking 8-9 weeks to arrive for use in your course. Use the following web form http://www.oberlin.edu/library/servninfo/videoreq.html to place your order.

Films on reserve have 2 different loan periods:

1. Reserved - Limited Circulation (**RCL**): Item reserved to show in Class on a specific date. Item circulates to students as in library use only for 3 hours and to the Prof. who requested the item for showing.
2. Reserve Circulation (**Resv**): Additional copies or a copy not being shown in class may be placed on reserve for students to checkout of the building. The loan period is 5 hours however longer loan periods may be arranged by talking with the reserve room supervisor.

Please complete the form below to request a Video/DVD for your class.

Course: _____ Prof.: _____

| VCR/DVD # or Prof. copy | Director | Title | Course | # of copies | **RCL** showing in class Y/N | **Resv** circulate to students Y/N | Date needed by: |
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