

University of Delaware Library

**STUDENT REQUEST
TO SCHEDULE MEDIA**

UNIVERSITY OF DELAWARE LIBRARY
INSTRUCTIONAL MEDIA DEPARTMENT

To: University of Delaware Library Instructional Media Department
Media Scheduling (FAX 831-6197)

From: _____
Faculty/Teaching Assistant – Please Print

Phone: _____ e-mail: _____

Please arrange for the following enrolled University of Delaware student to schedule the Library video media material described below in my name for class presentation:

Student Name: _____ I.D. # _____
(NOT SSN#)

The student will be responsible for its safe return by the due date.

_____	_____
Call Number	Title

Use Date	
_____	_____
Signature of Student	Date
_____	_____
Signature of Faculty / Staff Member	Date
_____	_____
Media Staff	Date

Media Scheduling Office Hours are 8:00am - 5:00pm, Monday - Friday. For information or questions, call the Library at 831-8419.