



MEDIA SCHEDULING REQUEST / INSTRUCTIONAL MEDIA

Date: _____

Send To: Media Scheduling
Instructional Media Collection Department
University of Delaware Library
(302) 831-8419 FAX (302) 831-6197
Media office hours: M-F, 8am – 5pm
<http://www.lib.udel.edu/ud/instructionalmedia/>

Requestor: _____
Department: _____
Telephone: _____
UD Net ID: _____
Delivery or
PickUp at Media: _____

TITLE	FORMAT	CATALOG NUMER	SHOW DATE	ALTERNATE DATE	TIME OF COURSE

NOTE: All scheduling requests must be received 7 full days prior to the first show date. For show dates within seven days, please check out media at the Instructional Media Collection Department Service Desk with University of Delaware I.D. Instructional Media Collection materials may be scheduled by University of Delaware faculty, staff, and graduate teaching assistants for use in regularly scheduled University classes and for authorized programmatic functions. Media cannot be delivered to individual faculty offices, classrooms, or lecture halls. Scheduling requests may alternately be submitted online using the form found at the Instructional Media website.

PLEASE: Make sure this entire form is completed before you send or fax it to the Instructional Media Collection Department so that we may expedite the scheduling process. If there is a conflict with your booking, you will receive an email from the Instructional Media Collection Department within two business days from receipt with further information.

You may also check your media booking information by logging into DELCAT's [Books I Have Checked Out](#) feature.