



LIBRARY MEDIA VIEWING ROOM SCHEDULING REQUEST

Date: _____

Send To: Viewing Room 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: _____

Course: _____

TITLE	FORMAT	CALL NUMBER	DATE	+ CLASS TIME + START	END	CLASS SIZE

NOTE: All scheduling requests must be received 7 full days prior to the show date. For show dates within seven days, please call 831-1042 during business hours (8am - 5pm, Monday - Friday). The Viewing Room may be scheduled for use by faculty and authorized teaching assistants in giving audiovisual presentations to regularly scheduled classes on a first-come basis. 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 Instructional Media 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.