



**Request for Media eReserves – WVU Libraries**

*If requested media is owned by the WVU Libraries, fill out top 3 sections.*

*When providing a personal copy, all sections must be completed.*

**REQUESTOR INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

WVU Department: \_\_\_\_\_ Course #: \_\_\_\_\_ CRN #: \_\_\_\_\_ Online? \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**MEDIA INFORMATION**

Media Title: (use separate form for each title) \_\_\_\_\_

Author: \_\_\_\_\_ Publisher: \_\_\_\_\_

Source Format: \_\_\_\_\_ Destination format : DVD streaming/eReserves (circle one)

Date Needed: \_\_\_\_\_ Semester: \_\_\_\_\_

Date to be removed from eReserves: \_\_\_\_\_

*Do you want the entire title streamed or would you like to work with staff to extract needed clips?*

Entire film: \_\_\_\_\_ Clips: \_\_\_\_\_ (call 3-0312 or 3-0318)

**Are you using this material to illustrate a specific point? If so, what is it?**

\_\_\_\_\_

**Are you using just the amount you need to use to illustrate the above point?**

\_\_\_\_\_

**After viewing the video, are students better able to understand the point you are making?**

\_\_\_\_\_

**RELEASE SIGNATURE**

I have authorized the WVU Libraries to convert the Media to an alternate format as I am either the copyright owner of the Media; the Media has entered the public domain; I have received permission from the copyright owner of the Media; I have a Fair Use right to authorize the conversion; or I will use the Work pursuant to the Technology, Education and Copyright Harmonization Act (TEACH Act).

I have the authority to grant the permission requested herein and I hereby grant the WVU Libraries permission to duplicate this media as stated above. I warrant and represent that the information provided on this form is truthful and correct. I hereby indemnify and hold harmless WVU Libraries, West Virginia University (WVU) and the WVU Board of Governors from any claim or liability arising from the information provided on this form and/or the conversion of media.

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Library use only (revised 7/12):

Head of Media Services: _____	Date added to eReserves: _____
-------------------------------	--------------------------------