

# Media Reserve Request

Access Services Department

Lauinger Library

[reserves@georgetown.edu](mailto:reserves@georgetown.edu)

202-687-7607

STAFF USE ONLY

Date Received:

Received by:

XPG:

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## Please complete this form to make audio and video reserve requests for:

- Library owned media (*specify call numbers below*).
- Media not owned by the Library (*to expedite, email your request to [reserves@georgetown.edu](mailto:reserves@georgetown.edu)*).
- Personal copies of media that you have submitted along with this form.

Submit forms to [reserves@georgetown.edu](mailto:reserves@georgetown.edu) or drop off at the Circulation Desk, 3<sup>rd</sup> floor, Lauinger Library.

## Faculty and Course Information:

Instructor: Department: Campus Address:

Office Phone: Home Phone: E-Mail:

Enrollment: Course Number: Course Title:

Year: Semester (*check one*):  Fall  Spring  Summer I  Summer II

Loan period for DVDs/CDs/Tapes (*check one*):  2 hrs  4 hrs  24 hrs (*by default, 4 hours will be used*)

Canvas  Blackboard

## Streaming Media Guidelines:

- **STREAMING RESERVES WILL BE PROCESSED WITHIN SEVEN (7) BUSINESS DAYS (M-F).**
- The Library will purchase media that we do not already own with streaming rights if available at a reasonable cost.
- The Library will stream the requested item through the Sharestream application in Canvas or Blackboard if that would be fair use under copyright law.
  - [Know Your Copy Rights](#) provides general information on how you can use copyrighted works in your teaching.
  - The Library's [fair use form](#) will help you to determine whether fair use applies for a streaming media request
- The DVD or CD of a streaming media request will be placed on physical reserve whenever possible.

## Processing Guidelines:

- **PHYSICAL RESERVES WILL BE PROCESSED WITHIN THREE (3) BUSINESS DAYS (M-F).**
- The Library will only upload media to the streaming server if the material is **REQUIRED** for the course.
- Georgetown faculty may check out media items placed on reserve by others from the Library's collection for up to 4 hours. If a faculty member needs a media item for longer than 4 hours, the Library must obtain permission from the person originating the reserve.
- Reserves are for the current semester only.
- Instructors are required to sign the copyright statement. **UNSIGNED REQUESTS WILL NOT BE PROCESSED.**

## Copyright Statement:

- I have read the *Streaming Media Guidelines* and *Processing Guidelines* above agree to their terms.
- I understand that the Library has the right to refuse my reserve requests or remove my reserve materials if they do not comply with copyright law or the Library's [course reserve policies](#).
- I realize that I may be responsible for any infringement of the [Copyright Act of 1976](#) that results from my noncompliance with copyright law.

Instructor's Signature:

Date:

*If you are filling out the form online, typing your name on the Instructor's Signature line constitutes signing the Copyright Statement.*

