



Technology Services

# Media Project Request

_____	_____	<input type="checkbox"/>
Date Submitted	Date DUE*	Rush

Affix Project Code Here

## Requester Information

\_\_\_\_\_

Name

\_\_\_\_\_

Phone

\_\_\_\_\_

Email

## Project Information

\_\_\_\_\_

Name

\_\_\_\_\_

e.g. ENGL

Course Department

\_\_\_\_\_

Course Number

\_\_\_\_\_

e.g. A

Section Letter

## Project Type

- Streaming
- Duplication/Transfer
- Editing
- Digitization

## Requested Format/Destination

- DVD or CD
- MP4 File (Video Only)
- MP3 File (Audio Only)
- Streaming (Moodle)

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Received By (Media Staff)

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Fulfilled By (Media Staff)

- Return Media to the Library

## Instructions and Notes

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\* Media projects are typically completed in five working days, however, more complicated projects may take more time. Please check the "Rush Request" if you have a project you need completed in less than five days.

policy

All project requests are subject to the university's policy on copyright. Streaming requests are limited to media that is assigned for viewing outside of class only. If media is shown during a class, please check out or use the physical media.

Should you have questions or need assistance in classroom setup, please contact Media Services.