

FACULTY MEDIA REQUEST FORM

The Library welcomes faculty requests and strives to support research or classroom needs. To best meet the high volume of these requests, we may borrow or rent as an alternative to purchase depending on the situation. Level of potential use and loan availability are considerations, as is cost.

When requesting individual titles of substantial cost (\$200 or more) evaluative information such as reviews should be submitted. If possible, the Library will arrange a preview for the requestor prior to purchase in an effort to ensure quality. When requesting multiple films, please submit them in priority order. Extensive requests (over \$500 total) may be saved until later in the fiscal year and filled pending available funds.

Requestor:

Dept:

Date:

Films requested, in priority order:

1. Title of Film:

Source:

Format:

Cost:

Date needed:

Research or *Classroom use*: show in class / place on reserve

Research project/Course:

Additional comments:

2. Title of Film:

Source:

Format:

Cost:

Date needed:

Research or *Classroom use*: show in class / place on reserve

Research project/Course:

Additional comments:

3. Title of Film:

Source:

Format:

Cost:

Date needed:

Research or *Classroom use*: show in class / place on reserve

Research project/Course:

Additional comments:

Attach additional forms as needed. Return the completed form to your Library Liaison or to Amy Abruzzi, Reference Resources Coordinator, (x5631 or abruzzo@lafayette.edu). Thank you.