

## UVU Library Video Reserves Request

Complete the form below to request videos you wish to place on reserve. Select the format and length of time the film should be on reserve. Materials may be placed on reserve for up to a full academic year. Items may not be placed on "indefinite" reserve. At the end of the semester specified on the Video Reserve Request Form, materials will be promptly returned to the owner, or if it is a library owned item, returned to the stacks. Instructors may pick up personal copies at the end of the semester or they will be returned via campus mail.

If the library does not own a film you wish to put on reserve, then the library will initiate expedited orders to purchase any videos required for course reserves. Pending the receipt of videos so ordered, the library may place personal copies belonging to instructors on reserve. The UVU Library is not responsible for damage to personal copies. Personal copies will be removed from reserve when the library-purchased copy is received. Neither videos rented by instructors at video rental outlets nor those checked out from other libraries. Placing a film on Reserve does not mean that the film is reserved for the sole use of the requesting faculty member.

Date of Request: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Office Location: \_\_\_\_\_ Extension: \_\_\_\_\_ Mailcode: \_\_\_\_\_

Email: \_\_\_\_\_ Term:  Fall  Spring  Summer

Course Name: \_\_\_\_\_ Course No.: \_\_\_\_\_

1. Earliest Date Needed: \_\_\_\_\_ Call No.: \_\_\_\_\_

Title: \_\_\_\_\_

DVD  VHS  Blu-Ray Director: \_\_\_\_\_

Date: \_\_\_\_\_ Production Company: \_\_\_\_\_

Length of checkout:  2 hours  4 hours  6 hours  12 hours  24 hours

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2. Earliest Date Needed: \_\_\_\_\_ Call No.: \_\_\_\_\_

Title: \_\_\_\_\_

DVD  VHS  Blu-Ray Director: \_\_\_\_\_

Date: \_\_\_\_\_ Production Company: \_\_\_\_\_

Length of checkout:  2 hours  4 hours  6 hours  12 hours  24 hours

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3. Earliest Date Needed: \_\_\_\_\_ Call No.: \_\_\_\_\_

Title: \_\_\_\_\_

DVD  VHS  Blu-Ray Director: \_\_\_\_\_

Date: \_\_\_\_\_ Production Company: \_\_\_\_\_

Length of checkout:  2 hours  4 hours  6 hours  12 hours  24 hours

Instructor's Name: \_\_\_\_\_ Course No.: \_\_\_\_\_

4. Earliest Date Needed: \_\_\_\_\_ Call No.: \_\_\_\_\_

Title: \_\_\_\_\_

DVD  VHS  Blu-Ray Director: \_\_\_\_\_

Date: \_\_\_\_\_ Production Company: \_\_\_\_\_

Length of checkout:  2 hours  4 hours  6 hours  12 hours  24 hours

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5. Earliest Date Needed: \_\_\_\_\_ Call No.: \_\_\_\_\_

Title: \_\_\_\_\_

DVD  VHS  Blu-Ray Director: \_\_\_\_\_

Date: \_\_\_\_\_ Production Company: \_\_\_\_\_

Length of checkout:  2 hours  4 hours  6 hours  12 hours  24 hours

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6. Earliest Date Needed: \_\_\_\_\_ Call No.: \_\_\_\_\_

Title: \_\_\_\_\_

DVD  VHS  Blu-Ray Director: \_\_\_\_\_

Date: \_\_\_\_\_ Production Company: \_\_\_\_\_

Length of checkout:  2 hours  4 hours  6 hours  12 hours  24 hours

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7. Earliest Date Needed: \_\_\_\_\_ Call No.: \_\_\_\_\_

Title: \_\_\_\_\_

DVD  VHS  Blu-Ray Director: \_\_\_\_\_

Date: \_\_\_\_\_ Production Company: \_\_\_\_\_

Length of checkout:  2 hours  4 hours  6 hours  12 hours  24 hours

Please allow at least one business day for items in the collections to be placed on Reserve. Since there is usually a sizable backlog of requests at the beginning of each semester, priority will be given to date of receipt and earliest dates needed. For additional information, contact Alan Stephens at 801.863.7367 or [stepheal@uvu.edu](mailto:stepheal@uvu.edu). Or stop by the 1st floor circulation desk.