

# Rider University Libraries Streaming Media Request Form

Please use a separate copy of this form for each course.

## Disclaimers and notices:

1. In accordance with U.S. Copyright Law (Title 17, USC Sect. 101) "Fair Use" policy, streaming media reserves are available for instructional purposes to Rider University students, faculty, and staff only.
2. A minimum of 14 days is required to process requests for materials already owned by Rider Libraries. More time is necessary for materials that need to be ordered. The Library will attempt to purchase a legal physical copy whenever necessary.
3. The Library will only process legally acquired materials for streaming media reserves.
4. This form allows for six items to be processed for a single course. For more items to be processed, expectations for processing turnaround time may be extended due to work load management.
5. Note: Should there be any complexities with your request or your multiple requests that might delay completion, you will be contacted.

## All fields required:

Today's date: \_\_\_\_\_

Your full name: \_\_\_\_\_

Bronc ID last 4 digits: \_\_\_\_\_ Phone number:(\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Department: \_\_\_\_\_

Rider email address: \_\_\_\_\_

Course ID, title, semester, and section: \_\_\_\_\_

Notes or special instructions for this course:

Item 1 Label/Title/Name: \_\_\_\_\_

Media Format (USB Key, DVD, etc.): \_\_\_\_\_

Date needed by: \_\_\_\_\_

### Option 1: For purchased items:

Library - Call number: \_\_\_\_\_

Personally Owned (Already in your streaming collection? Y / N )

Author/composer/director: \_\_\_\_\_

Chapter/Track/Clipping requests, if any (start, end times, etc.): \_\_\_\_\_

Show DVD subtitles (if available) in \_\_\_\_\_ language

### Option 2: For personally produced items:

Source:  Personally produced  Student produced  Other

Explain other: \_\_\_\_\_

Allow:  Streaming  Download  Canvas  Public

I certify that this is legally acquired and that streaming/download will not violate copyright law.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Item 2 Label/Title/Name: \_\_\_\_\_

Media Format (USB Key, DVD, etc.): \_\_\_\_\_

Date needed by: \_\_\_\_\_

### Option 1: For purchased items:

Library - Call number: \_\_\_\_\_

Personally Owned (Already in your streaming collection? Y / N )

Author/composer/director: \_\_\_\_\_

Chapter/Track/Clipping requests, if any (start, end times, etc.): \_\_\_\_\_

Show DVD subtitles (if available) in \_\_\_\_\_ language

### Option 2: For personally produced items:

Source:  Personally produced  Student produced  Other

Explain other: \_\_\_\_\_

Allow:  Streaming  Download  Canvas  Public

I certify that this is legally acquired and that streaming/download will not violate copyright law.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Item 3 Label/Title/Name: \_\_\_\_\_

Media Format (USB Key, DVD, etc.): \_\_\_\_\_

Date needed by: \_\_\_\_\_

**Option 1: For purchased items:**

Library - Call number: \_\_\_\_\_

Personally Owned (Already in your streaming collection? Y / N )

Author/composer/director: \_\_\_\_\_

Chapter/Track/Clipping requests, if any (start, end times, etc.): \_\_\_\_\_

Show DVD subtitles (if available) in \_\_\_\_\_ language

**Option 2: For personally produced items:**

Source:  Personally produced  Student produced  Other

Explain other: \_\_\_\_\_

Allow:  Streaming  Download  Canvas  Public

I certify that this is legally acquired and that streaming/download will not violate copyright law.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Item 5 Label/Title/Name: \_\_\_\_\_

Media Format (USB Key, DVD, etc.): \_\_\_\_\_

Date needed by: \_\_\_\_\_

**Option 1: For purchased items:**

Library - Call number: \_\_\_\_\_

Personally Owned (Already in your streaming collection? Y / N )

Author/composer/director: \_\_\_\_\_

Chapter/Track/Clipping requests, if any (start, end times, etc.): \_\_\_\_\_

Show DVD subtitles (if available) in \_\_\_\_\_ language

**Option 2: For personally produced items:**

Source:  Personally produced  Student produced  Other

Explain other: \_\_\_\_\_

Allow:  Streaming  Download  Canvas  Public

I certify that this is legally acquired and that streaming/download will not violate copyright law.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Item 4 Label/Title/Name: \_\_\_\_\_

Media Format (USB Key, DVD, etc.): \_\_\_\_\_

Date needed by: \_\_\_\_\_

**Option 1: For purchased items:**

Library - Call number: \_\_\_\_\_

Personally Owned (Already in your streaming collection? Y / N )

Author/composer/director: \_\_\_\_\_

Chapter/Track/Clipping requests, if any (start, end times, etc.): \_\_\_\_\_

Show DVD subtitles (if available) in \_\_\_\_\_ language

**Option 2: For personally produced items:**

Source:  Personally produced  Student produced  Other

Explain other: \_\_\_\_\_

Allow:  Streaming  Download  Canvas  Public

I certify that this is legally acquired and that streaming/download will not violate copyright law.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Item 6 Label/Title/Name: \_\_\_\_\_

Media Format (USB Key, DVD, etc.): \_\_\_\_\_

Date needed by: \_\_\_\_\_

**Option 1: For purchased items:**

Library - Call number: \_\_\_\_\_

Personally Owned (Already in your streaming collection? Y / N )

Author/composer/director: \_\_\_\_\_

Chapter/Track/Clipping requests, if any (start, end times, etc.): \_\_\_\_\_

Show DVD subtitles (if available) in \_\_\_\_\_ language

**Option 2: For personally produced items:**

Source:  Personally produced  Student produced  Other

Explain other: \_\_\_\_\_

Allow:  Streaming  Download  Canvas  Public

I certify that this is legally acquired and that streaming/download will not violate copyright law.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only: