

REQUESTING BOOKINGS FOR UNDERGRADUATES

Undergraduate students may now request Bookings to be viewed here in the library with the remote viewing equipment.

The item will be available for one week during which the user may view the video/DVD on the remote equipment. The item is NOT charged to the user and cannot be taken out of the library.

Undergraduates must request the items through either a library staff or faculty member. Requests completed directly by undergraduates will be rejected.

Please follow the procedures described below in order to order a booking for an undergraduate student.

- 1) Fill out a Media Materials – Booking form. This can be found via our website under “**Books & More**”. Click on **Media Bookings**, then **Media Materials Booking Request Service**. Select the **Media Materials - Booking Form**.
- 2) In the **Instructor’s Name** field enter: UGRADCAMDN then patron’s first and last name. (UGRADCAMDN is a generic user that indicates to media that the request has been made via faculty/staff)
- 3) Enter the patron’s **email address**. (Media will notify the patron regarding the availability of the item)
- 4) Enter the patron’s **phone number** in the phone # field.
- 5) **Department/Course Number** and **Title** and **Number of Students** should be left blank.
- 6) **Pickup location**: CAMDEN: Paul Robeson Library (Camden)
- 7) Enter the title and call # of the requested item in the Title Reservation field.
- 8) Enter the date needed or preview for as soon as the item is available. Explain to the patron that the item will arrive the day before the date needed and will be available in the library for one week from the arrival date. The item must be viewed during that time.

Please see example on the next page.

Media Materials - Booking Form

Use this form to book video and audio items for pickup and return at locations throughout the Rutgers University Libraries. The service is available only to Rutgers faculty/staff and graduate students, and also may be used to preview materials.

For more information about booking, please read the [Media Materials Booking Request Service](#) guidelines or [Frequently Asked Questions](#). For help in choosing titles, search the [Library Catalog](#) or contact a [Ask A Librarian](#).

[Need help deciding about equipment?](#)

Have a question about an existing booking?

Please contact Media Center at mediaser@rci.rutgers.edu

Instructor Information

Instructor's Name *	<input type="text" value="UGRADCAMDN patron first and last name"/>
Email Address *	<input type="text" value="patron email"/>
Phone Number *	<input type="text" value="patron phone"/>
Department	<input type="text" value="blank"/>
Course Title	<input type="text" value="blank"/>
Course Number	<input type="text" value="blank"/>
Number of Students	<input type="text" value="blank"/>
Pickup Location *	<input type="text" value="CAMDEN: Paul Robeson Library (Camden)"/>

Title Reservation #1

Item Information (Author, Title, Publisher, Edition, Call Number and Location (can be copied and pasted from the Library Catalog))

Enter title and call no. of requested item. Enter the date needed. Item will arrive before date needed and will be available for one week.

Need	<input type="text" value="- None -"/>
Date needed for showing	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/> 