

**VIDEO COLLECTION:  
AUTHORIZATION FOR STUDENT TO CHECK OUT VIDEOS FOR CLASSROOM USE**

Faculty may authorize a student to check out and deliver to the classroom videos which are booked or are on reserve. The student may pick up the items up to one hour before class begins. They are due no later than one hour after class ends. The student remains responsible for the materials until they are returned to the library.

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I request that the student listed below be allowed to check out the item(s) listed below for classroom use.

\_\_\_\_\_These items are booked in my name for this period.

\_\_\_\_\_These items are on reserve.

Student Name: \_\_\_\_\_

Student Telephone: \_\_\_\_\_

Course: \_\_\_\_\_

	<b>Call Number</b>	<b>Date/time class begins:</b>	<b>Date/time class ends:</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Faculty Name: \_\_\_\_\_ Faculty Telephone: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Form received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Item(s) booked or checked out by: \_\_\_\_\_ Date/Time: \_\_\_\_\_