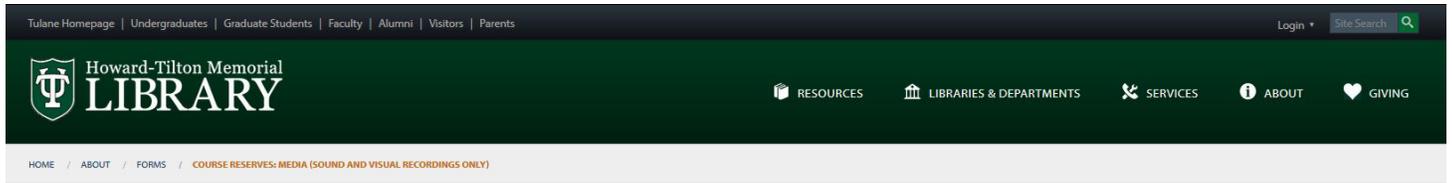


## How to submit a Media Course Reserve List

1. Download a blank copy of the Excel spreadsheet.
  - a. Click the link [https://htdocs.tulane.edu/forms/media\\_reserves\\_form.xlsx](https://htdocs.tulane.edu/forms/media_reserves_form.xlsx)
  - b. In the pop-up dialog, click “Save”
  - c. Please note where you have saved the file, you’ll need to find it again in step 6.



# Course Reserves: Media (Sound and Visual Recordings Only)

Sound and Visual Recordings Only

Semester Needed on Reserve \*  Spring  Summer  Fall

Instructor's Name \*

Instructor's email address \*

**Course Reserve Sheet**

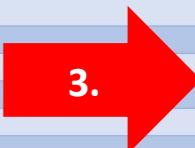
Please submit your course reserve sheet below. You can download a blank copy of the Excel spreadsheet here:

[https://htdocs.tulane.edu/forms/media\\_reserves\\_form.xlsx](https://htdocs.tulane.edu/forms/media_reserves_form.xlsx) 

Upload Files \*  
 No file selected.  
  
 (excel format required)

2. Open in Excel.
3. Fill out your information in the first box that starts with the line “Instructor’s Name”
  - a. This information is not optional, please fill out all fields.

Instructor Information		Loan Period Options
Instructor's Name:	Tilton, Howard	2-Hour Strict (in-house use only)
Instructor's Email:	mediaservices@tulane.edu	3-Hour Strict (in-house use only)
Instructor's Phone:	504.865.5642	4-Hour Strict (in-house use only)
Department Name:	Communications	5-Hour Strict (in-house use only)
Course Name:	Radical Futures in Cinema	1-Day
Course Number:	COMM 3800	3-Day
Section Number:	01	
Number of Students (Approx.):	15	
Loan Period:	3-Hour Strict (in-house use only)	
Media items are typically put on course reserve for the entire semester unless otherwise noted. If you have screening dates planned for these items, please include them in the Notes field.		
Media Item Title	Call Number	Notes (optional)



- a. Please note that the “loan period” is a drop-down list. Please choose only one option.

Instructor's Name:	Tilton, Howard	<b>Loan Period Options</b> 2-Hour Strict (in-house use only) 3-Hour Strict (in-house use only) 4-Hour Strict (in-house use only) 5-Hour Strict (in-house use only) 1-Day 3-Day
Instructor's Email:	<a href="mailto:mediaservices@tulane.edu">mediaservices@tulane.edu</a>	
Instructor's Phone:	504.865.5642	
Department Name:	Communications	
Course Name:	Radical Futures in Cinema	
Course Number:	COMM 3800	
Section Number:	01	
Number of Students (Approx.):	15	
Loan Period:	3-Hour Strict (in-house use only)	
Reserve Start:	2-Hour Strict (in-house use only) 3-Hour Strict (in-house use only) 4-Hour Strict (in-house use only) 5-Hour Strict (in-house use only)	
Reserve End:	1-Day 3-Day	

4. Please fill in the **titles** and **call number** in the box with “Title,” “Call Number,” and “Notes” in the heading

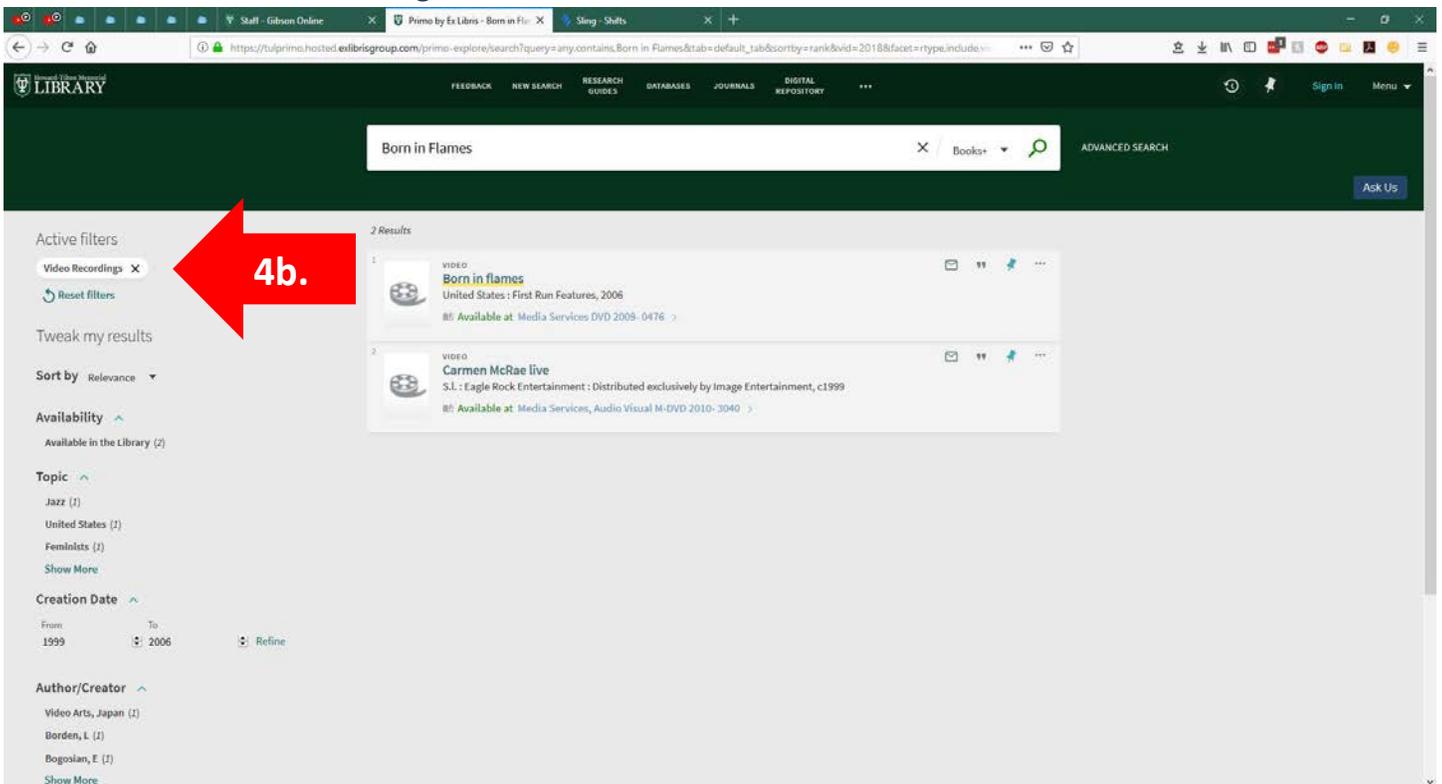
Instructor Information		Loan Period Options
Instructor's Name:	Tilton, Howard	2-Hour Strict (in-house use only)
Instructor's Email:	mediaservices@tulane.edu	3-Hour Strict (in-house use only)
Instructor's Phone:	504.865.5642	4-Hour Strict (in-house use only)
Department Name:	Communications	5-Hour Strict (in-house use only)
Course Name:	Radical Futures in Cinema	1-Day
Course Number:	COMM 3800	3-Day
Section Number:	01	
Number of Students (Approx.):	15	
Loan Period:	3-Hour Strict (in-house use only)	
		Media items are typically put on course reserve for the entire semester unless otherwise noted. If you have screening dates planned for these items, please include them in the Notes field.
Media Item Title	Call Number	Notes (optional)
Born in flames	DVD 2009- 0476	streaming on Kanopy
Sorry to bother you	DVD 2018- 0146	screening Jan 27, 2020
Idiocracy	DVD 2011- 0013	
Metropolis	DVD 2011- 0064	
Robocop	DVD 2007- 6294	screening Feb 17, 2020
District 9	DVD 2009- 4410	
Beasts of the southern wild	DVD 2012- 0562	

- a. Feel free to add any additional information in the provided “Notes” column. Example notes would include if it’s available on one of our streaming services, Swank or Kanopy, or specific screening dates for each film.
- b. To look up the call number of the film:
  - i. Please go to <https://library.tulane.edu> from any web browser
  - ii. Type in the title or director (or any other identifying information) into the search bar

The screenshot shows a web browser window with the URL [https://tulprimo.hosted.exlibrisgroup.com/primo-explore/search?vid=2018&tab=default\\_tab&query=any,contains,Born in Flames&sortby=rank&lang=en\\_US](https://tulprimo.hosted.exlibrisgroup.com/primo-explore/search?vid=2018&tab=default_tab&query=any,contains,Born in Flames&sortby=rank&lang=en_US). The search results page displays the following information:

- Search Term:** Born in Flames
- Page:** PAGE 1 38 Results
- Result 1:** VIDEO **Born in flames**, United States : First Run Features, 2006. Available at Media Services DVD 2009-0476.
- Result 2:** BOOK **Born in flames : termite dreams, dialectical fairy tales, and pop apocalypses**, Howard Hampton 1958-. Cambridge, Mass. : Harvard University Press, 2007. Available at Howard-Tilton Stacks PN1995 .H238 2007.
- Result 3:** BOOK **Feminist Hollywood : from Born in flames to Point break**, Christina Lane. Detroit, Mich. : Wayne State University Press, c2000. Available at Howard-Tilton Stacks PN 1998.2 .L35 2000.

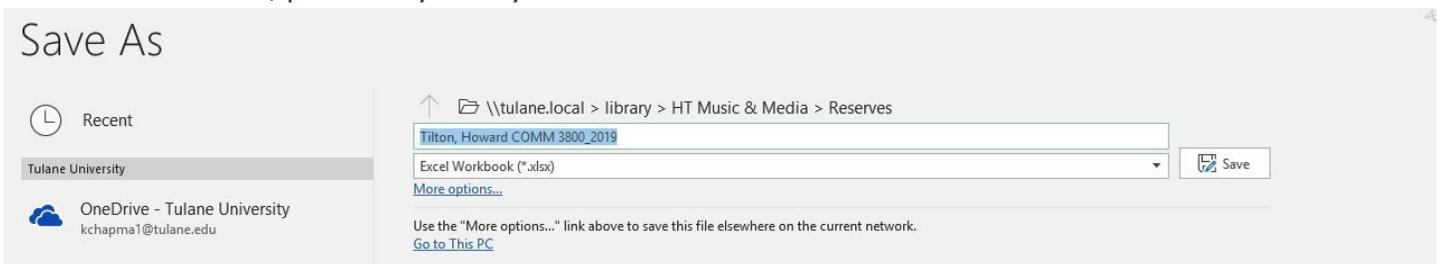
- iii. If there are too many results, you can limit to “Video Recordings” or “Sound Recordings”



- iv. The call number is noted after the phrase “Available at Media Services” and will either start with DVD, M-DVD, M-CD, VideoTape, etc. and will be followed by a series of dashed numbers, e.g. DVD 2009- 0476 or M-CD 2009- 8291



5. Save the file, preferably with your full name as the file name



6. Upload the reserve form to: <https://library.tulane.edu/about/forms/media-course-reserves>  
 a. Fill in the identifying information fields on the website

## Sound and Visual Recordings Only

Semester Needed on Reserve \*  Spring  Summer  Fall

Instructor's Name \*

Tilton, Howie

Instructor's email address \*

mediaservices@tulane.edu

b. Then, click the button that says "Browse"

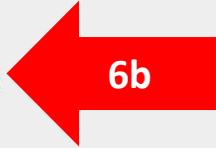
### Course Reserve Sheet

Please submit your course reserve sheet below. You can download a blank copy of the Excel spreadsheet here:

[https://htdocs.tulane.edu/forms/media\\_reserves\\_form.xlsx](https://htdocs.tulane.edu/forms/media_reserves_form.xlsx)

Upload Files \*

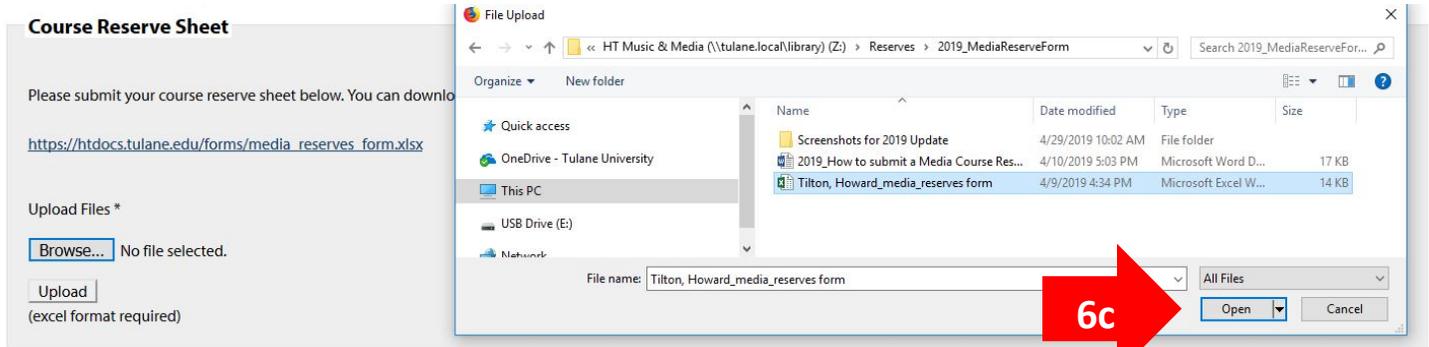
Browse... No file selected.



Upload

(excel format required)

c. Locate the Excel file you just created and click "Open"



Course Reserve Sheet

Please submit your course reserve sheet below. You can download a blank copy of the Excel spreadsheet here:  
[https://htdocs.tulane.edu/forms/media\\_reserves\\_form.xlsx](https://htdocs.tulane.edu/forms/media_reserves_form.xlsx)

Upload Files \*

Browse... No file selected.

Upload

(excel format required)

File Upload

HT Music & Media (\\tulane.local\library) (Z:) > Reserves > 2019\_MediaReserveForm

Name	Date modified	Type	Size
Screenshots for 2019 Update	4/29/2019 10:02 AM	File folder	
2019_How to submit a Media Course Res...	4/10/2019 5:03 PM	Microsoft Word D...	17 KB
Tilton, Howard_media_reserves form	4/9/2019 4:34 PM	Microsoft Excel W...	14 KB

File name: Tilton, Howard\_media\_reserves form

All Files

Open Cancel

d. Click the button that says "Upload"

e. Click the button that says "Submit"

### Course Reserve Sheet

Please submit your course reserve sheet below. You can download a blank copy of the Excel spreadsheet here:

[https://htdocs.tulane.edu/forms/media\\_reserves\\_form.xlsx](https://htdocs.tulane.edu/forms/media_reserves_form.xlsx)

Upload Files \*

Browse... Tilton, Howard\_media\_reserves form.xlsx



Upload

(excel format required)

Given limited availability during heavy times of use, we strongly advise your students to view media reserves in a time prepared with a call number. We encourage you to include call number information on your viewing lists. If you would like to contact the media reserves department, please email [lhooper1@tulane.edu](mailto:lhooper1@tulane.edu).

Submit

