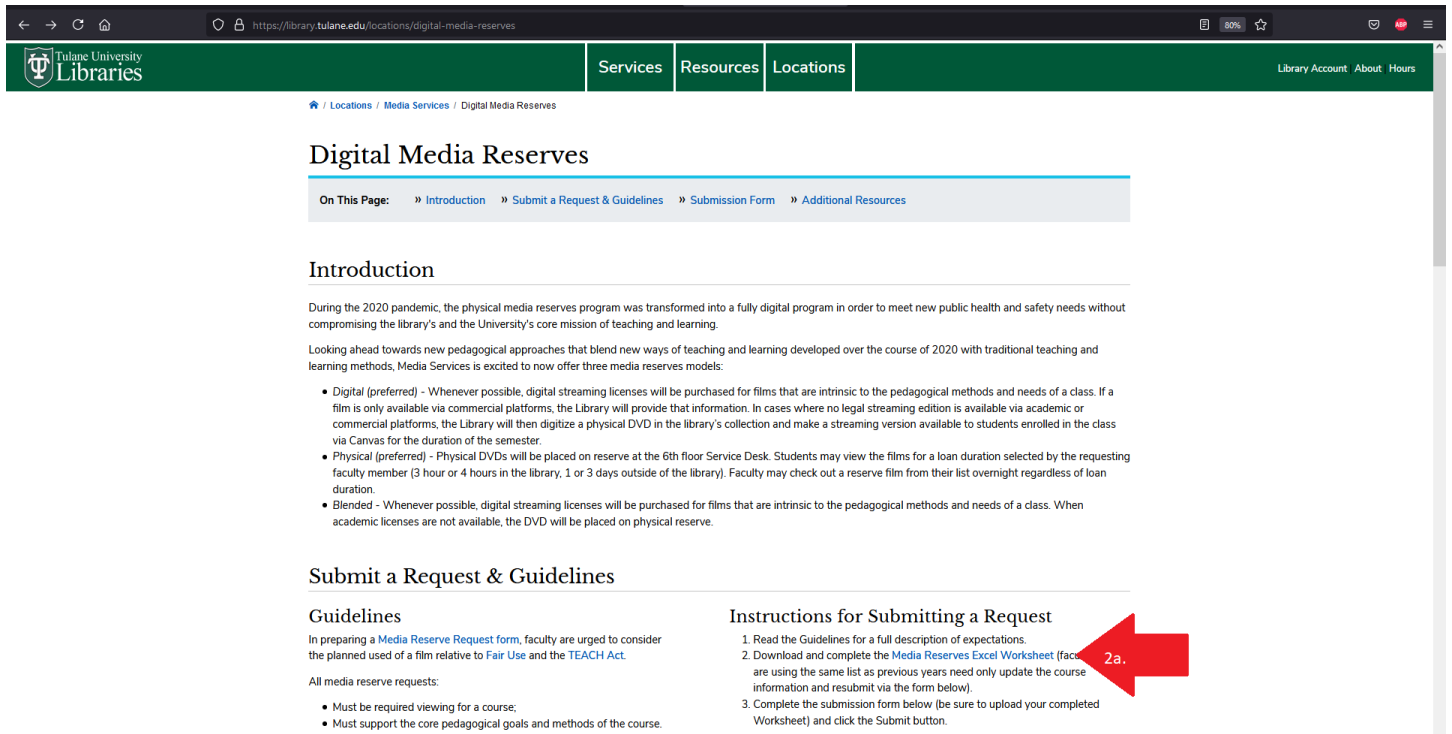


How to submit a Media Course Reserve List

1. Go to <https://library.tulane.edu/locations/digital-media-reserves>
2. Download a blank copy of the Excel spreadsheet.
 - a. Click the link https://library.tulane.edu/sites/default/files/media-files/MediaSvc/Document%20Files/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**.



3. Open in Excel. Please note, this form requires the use of Microsoft Excel which is available to all students, staff, and faculty through the [Tulane University Software Distribution Center](#).
4. Fill out your information in the first box that starts with the line "Instructor's Name:"
 - a. Please fill out all non-optional fields.

Instructor Information	Please fill in your information in the fields below
Instructor's Name:	Howard Tilton
Instructor's Email:	mediaservices@tulane.edu
Instructor's Phone (Optional):	504.865.5642
Department Name:	Communication
Course Name:	Radical Futures in Cinema
Course Number:	COMM 3800
Section Number:	01
Number of Students (Approx.):	15
Type of Media Reserve (Please choose one):	Digital Preferred
Loan Period for Physical Media:	Digital Preferred (no loan period needed)

- b. Please note that the "Type of Media Reserve" is a drop-down list. Please choose only one option.

Instructor Information	Please fill in your information in the fields below	Type of Media Reserve
Instructor's Name:	Howard Tilton	Digital Preferred
Instructor's Email:	mediaservices@tulane.edu	Physical Preferred (DVDs, BluRays, CDs, etc.)
Instructor's Phone (Optional):	504.865.5642	Blended
Department Name:	Communication	Loan Period Options
Course Name:	Radical Futures in Cinema	Digital Preferred (no loan period needed)
Course Number:	COMM 3800	3-Hour (in-library use only)
Section Number:	01	4-Hour (in-library use only)
Number of Students (Approx.):	15	Day
Type of Media Reserve (Please choose one):	Digital Preferred	Day
Loan Period for Physical Media:	Digital Preferred Physical Preferred (DVDs, BluRays, CDs, etc.) Blended	

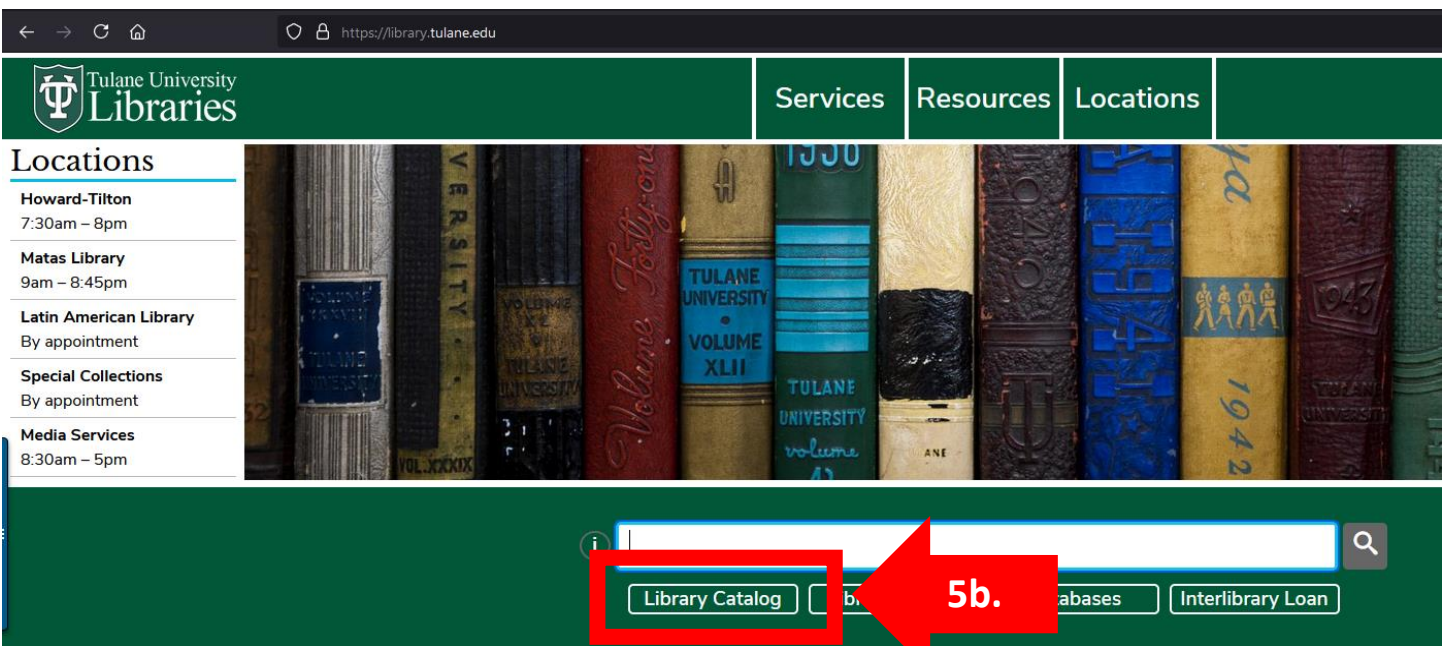
- c. Please note that the "Loan Period for Physical Media" is a drop-down list. Please choose only one option.

Instructor Information	Please fill in your information in the fields below	Type of Media Reserve
Instructor's Name:	Howard Tilton	Digital Preferred
Instructor's Email:	mediaservices@tulane.edu	Physical Preferred (DVDs, BluRays, CDs, etc.)
Instructor's Phone (Optional):	504.865.5642	Blended
Department Name:	Communication	
Course Name:	Radical Futures in Cinema	Loan Period Options
Course Number:	COMM 3800	Digital Preferred (no loan period needed)
Section Number:	01	3-Hour (in-library use only)
Number of Students (Approx.):	15	4-Hour (in-library use only)
Type of Media Reserve (Please choose one):	Digital Preferred	1-Day
Loan Period for Physical Media:	Digital Preferred (no loan period needed)	3-Day
	Digital Preferred (no loan period needed) 3-Hour (in-library use only) 4-Hour (in-library use only) 1-Day 3-Day	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.

5. Please fill in the **titles** and **call number** in the box with "Title," "Call Number," and "Notes" in the heading

Instructor Information	Please fill in your information in the fields below	Type of Media Reserve
Instructor's Name:	Howard Tilton	Digital Preferred
Instructor's Email:	mediaservices@tulane.edu	Physical Preferred (DVDs, BluRays, CDs, etc.)
Instructor's Phone (Optional):	504.865.5642	Blended
Department Name:	Communication	
Course Name:	Radical Futures in Cinema	Loan Period Options
Course Number:	COMM 3800	Digital Preferred (no loan period needed)
Section Number:	01	3-Hour (in-library use only)
Number of Students (Approx.):	15	4-Hour (in-library use only)
Type of Media Reserve (Please choose one):	Digital Preferred	1-Day
Loan Period for Physical Media:	Digital Preferred (no loan period needed)	3-Day
		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	https://tulane.kanopy.com/video/born-in-flames
Sorry to bother you	DVD 2018- 0146	screening Sep 27, 2021
Idiocracy	DVD 2011- 0013	
Metropolis	DVD 2011- 0064	https://tulane.kanopy.com/video/metropolis-0
Robocop	DVD 2007- 6294	screening Oct 17, 2021, available on Swank until 9/30/2023
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. Click the "Library Catalog" button below the main search bar.



- iii. Type in the title or director (or any other identifying information) into the search bar.

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

Tulane University Libraries

SEARCH: Born in flames

Sort by: Relevance

Refine Your Search

Resource Type

- Book (20)
- E-Book (1)
- Sound Recording (6)
- Video (3)

APPLY FILTERS

5b.

v. 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

VIDEO

Born in flames

United States : First Run Features, 2006

Available at Media Services **DVD 2009- 0476**

Call Number

6. Save the file, preferably with your name, the course number, and semester as the file name.

7. Upload the reserve form to: <https://library.tulane.edu/locations/media-reserves>

a. Fill in the identifying information fields on the website

b. Then, click the button that says “Browse”



Submission Form

Course Information

Semester Needed on Reserve

Fall

Instructor's Name

Howard Tilton

Instructor's email address

mediaservices@tulane.edu

7a.

Course Reserve Sheet

Please submit your Media Reserves Worksheet below. You can download the [Excel worksheet here](#).

Upload Files

Browse... No file selected.

One file only.
40 MB limit.
Allowed types: xls, xlsx.

7b.

Given limited availability during heavy times of use, we strongly advise your students to view media reserves in a timely manner throughout the semester. Further delays at media reserve circulation may be avoided if your students come prepared with a call number. We encourage you to include call number information on your viewing lists. If you would like further assistance in identifying DVD call numbers please feel free to contact Lisa Hooper via email (lhooper1@tulane.edu).

Submit

- c. Locate the Excel file you just created and click “Open”
- d. Click the button that says “Submit”

Course Reserve Sheet

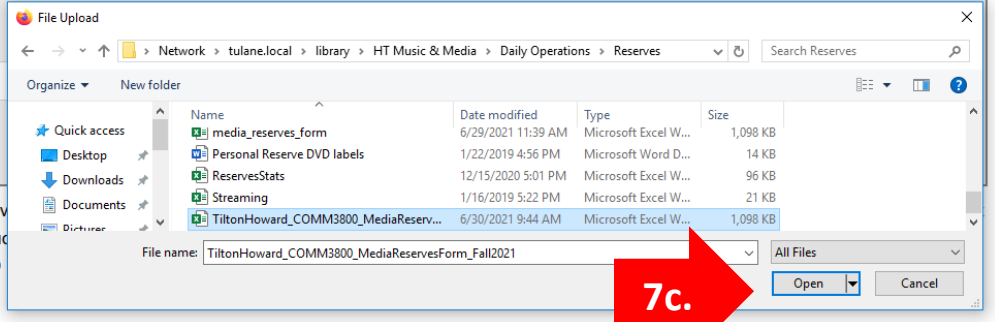
Please submit your Media Reserves Worksheet below. You can download the [Excel worksheet here](#).

Upload Files

No file selected.

One file only.
40 MB limit.
Allowed types: xls, xlsx.

Given limited availability during heavy times of use, video media reserve circulation may be avoided if your student would like further assistance in identifying DVD



The image shows a web-based file upload interface. On the left, there is a 'Course Reserve Sheet' header and a 'Please submit your Media Reserves Worksheet below. You can download the [Excel worksheet here](#).' instruction. Below this is an 'Upload Files' section with a 'Browse...' button and a 'No file selected.' message. Further down, there is a 'Submit' button. A red arrow labeled '7d.' points to this button. On the right, a 'File Upload' dialog box is open, showing a file explorer view. The file explorer shows a list of files, with 'TiltonHoward_COMM3800_MediaReserv...' selected. A red arrow labeled '7c.' points to the 'Open' button in the dialog box.

Name	Date modified	Type	Size
media_reserves_form	6/29/2021 11:39 AM	Microsoft Excel W...	1,098 KB
Personal Reserve DVD labels	1/22/2019 4:56 PM	Microsoft Word D...	14 KB
ReservesStats	12/15/2020 5:01 PM	Microsoft Excel W...	96 KB
Streaming	1/16/2019 5:22 PM	Microsoft Excel W...	21 KB
TiltonHoward_COMM3800_MediaReserv...	6/30/2021 9:44 AM	Microsoft Excel W...	1,098 KB