

## MEDIA BOOKING FORM – HEILBRUN MUSIC & MEDIA LIBRARY

Use this form to schedule visual materials for instructional use from the HEILBRUN MUSIC AND MEDIA LIBRARY only.

You can either hand the form in or email it to [musicmedia@emory.edu](mailto:musicmedia@emory.edu)

Must allow one (1) business day for processing. If you need the item sooner, please call 404-727-1777 during library hours.

ITEM INFORMATION	
Item Title	
Item Call Number	
COURSE INFORMATION	
Instructor	
Your name (if you are not the instructor, please state your function)	
Course Name & ID	
Daytime Phone Number / email	
SCREENING INFORMATION	
Pickup Date and Time	
Screening Day / Date / Time	
Return Date and Time	
Building and Room Number	
If screening requested for Library Viewing Room (rm 423), will you be present?	
MUSIC & MEDIA BOOKING STAFF ONLY	
Received By:	Date:
Item Processed By:	Date: