IMCS REQUEST TO LINK INSTRUCTIONAL MATERIAL

Date: ____________________________

INSTRUCTOR OF RECORD: ____________________________

DEPARTMENT: ____________________________ COURSE #: ____________________________

EMAIL: ____________________________ EXT: ____________________________

WEB ADMIN: ____________________________

EMAIL: ____________________________ EXT: ____________________________

Please leave your completed request forms with IMCS staff in Powell 46.

Please describe the pedagogical reasons for requiring your students to view this film in full or a portion thereof for this course:

Please describe why this film viewing is integral to the classroom experience (not homework):

Signature of Instructor of Record (required):

Reviewed by (IMCS staff only):

Page 1 of 2
PLEASE NOTE:

• We will link the media to your course website as quickly as possible but please keep in mind that the media is encoded in “real time.” A 20-minute portion of a program takes 20 minutes to encode. Films are encoded on a first-come, first-served basis.

• Media from the UCLA Film & TV archive collection and/or media that falls under agreements that specifically prohibit streaming will NOT be encoded.

• We require that all encoded media also be placed in the Media Lab for on-site viewing. In the case of instructor/department owned media, these encoded reserve materials are purged at the end of the assigned academic quarter.

<table>
<thead>
<tr>
<th>Quarter/Year</th>
<th>Class 9 digit Catalog #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT#</td>
<td>Encode / Activate</td>
</tr>
<tr>
<td></td>
<td>Title(s)</td>
</tr>
<tr>
<td></td>
<td>Subtitles</td>
</tr>
<tr>
<td></td>
<td>“Clip Request” (Y / N)</td>
</tr>
</tbody>
</table>

Encoded by: ___________________  Date completed: ________________