

Instructor/User Procedures

General Overview

The Cinema Studies Video Collection is located in 215 McKenzie Hall. The collection contains over 3000 DVDs and VHS titles used for academic instruction. The collection contains movies, foreign titles, TV series, documentaries and musicals.

Movie Check-Out Guidelines

We require all requests to be submitted using the online system.

Videos are checked-out for one term and due in the Cinema Studies office the day after grades are entered. Videos can be returned in person or sent by campus mail. Videos put on **reserve** in Knight Library will automatically be returned to Cinema Studies.

For information on how to utilize the Knight Library reserve system, please visit the [Course Reserves: Faculty Information](#) page on the Knight Library website.

An email will be sent to all faculty, instructors and GTFs at the end of each term with a list of the videos they have checked out. *Only faculty can renew the videos for additional terms if needed.*

Access to the video collection is granted only to faculty and instructors who teach film courses and with approval by the program Director.

Online Movie Request Procedure

The request system is online for *approved faculty/GTFs* on the Cinema Studies website (cinema.uoregon.edu). To login to the system, complete the following steps:

Step #1: Login

Go to the Cinema Studies website (cinema.uoregon.edu)

- Click "Faculty Login" on the top, right-hand corner of the home page.
- Sign-in to the Faculty Blog site and enter the password to gain access to the faculty site (password provided to faculty by the Office Manager).



Click
"Faculty Login"

You will then be directed to the Faculty Website:

cinema studies

HOME WEBSITE POLICES & PROCEDURES FORUM CURRICULUM **VIDEOS** EVENTS TEAM RESOURCES

HOME

Click the "Videos" Tab and then click the "Video Collection" tab.

To Access the Movie Collection:

- Click the "Videos" Tab
- Click "Video Collection" under the Videos Tab

Step #2: Browse the Movie Collection

After logging in, the following general information page will give instructions on how to browse the collection:

UNIVERSITY OF OREGON

cinema studies video collection

HOME MOVIE LIST SEARCH: GO >

Logged in as mlwright Log out Site Administration Items in cart: 4 Complete Checkout

Cinema Studies Video Collection

The video collection contains over 3000 titles of DVDs available to faculty for academic instruction.

Collection Titles

The collection is located in 215 McKenzie Hall. You can [browse the collection on line](#).

Video Request

Complete and submit the request form for your selection(s). Your video(s) will be sent to you by either campus mail or picked up in the Cinema Studies office, 201 McKenzie Hall.

DVDs are pulled every day, Monday - Friday, and delivered or ready for pick up the next following business day. DVDs can be checked out for the entire term. Please return all DVDs the day after grades are due.

Any questions can be sent to video@uoregon.edu or contact the Cinema Studies Program at 6-8104.

Please contact Michael Aronson, Director (aronson@uoregon.edu) regarding any changes to the collection.

Video Purchases

If a DVD is not available on the online website and you would like to make a request to have Cinema Studies purchase the DVD, submit a request by email to video@uoregon.edu. **When submitting the request, include the link to the DVD** to ensure that the correct edition of the DVD is ordered for you. Whenever possible, please supply a link from the [Amazon](#) website. Movie purchases will be processed within 5 business days.

Video Request Procedure Manual

For instructions on how to use the online video request system, please read the procedure manual. [click here](#)

Click "Browse the collection online" to view the movie collection

For instructions on how to use the online video request system click here

After selecting “browse the collection online,” the following page shows the movie collection where individual titles can be reviewed and selected. The collection is listed alphabetically but there is also a search feature as well:

Alphabetical Listing

Search by title, director, actor, etc.

	Title	Release year	Director(s)	Genre(s)	Copies	More info
	.hack//SIGN Version 1: Login	2002	Kōichi Mashimo	Adventure Science Fiction Action Animation Fantasy Anime	Total: 1 Available: 1	IMDb
	12 Monkeys	1995	Terry Gilliam	Adventure Science Fiction	Total: 1 Available: 1	IMDb

Continue to next page

After clicking on a specific movie title, information about the movie appears:

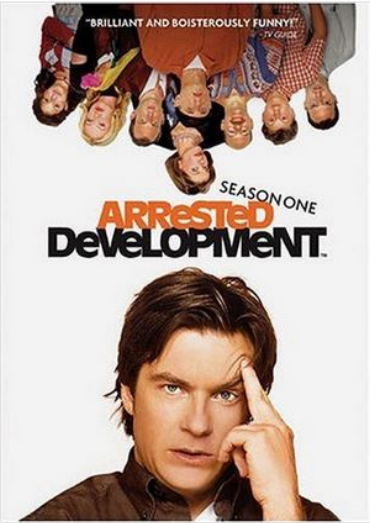
- To see specific details about the DVD (i.e. region, subtitles, format, features, etc.), click “details”
- New! The system now indicates whether the DVD is available for check-out.

HOME MOVIE LIST SEARCH: GO >

Logged in as mlwright Log out Site Administration Edit Movie Items in cart: 0

[Back to Movie List](#)

Arrested Development: Season 1



Synopsis
Level-headed son Michael Bluth takes over family affairs after his father is imprisoned. But the rest of his spoiled, dysfunctional family are making his job unbearable.

Movie Details

- Audience rating: NR (Not Rated)
- Release year: 2003
- Running time: 440 minutes
- Studio: 20th Century Fox
- Genre: Comedy

Copies

#	Status	Details	Add to cart
1	checked out	Details	Add to cart
2	available	Details	Add to cart

Cast

Actor	Character
Jason Bateman	Michael Bluth
Portia De Rossi	Lindsay Bluth Fünke
Will Arnett	George Bluth II
Michael Cera	George-Michael Bluth
Alia Shawkat	Mae Fünke
Tony Hale	Byron Bluth
David Cross	Tobias Fünke
Jeffrey Tambor	George Bluth Sr. / Oscar Bluth
Jessica Walter	Lucille Bluth

Crew

Directing

- Robert Berlinger
- John Fortenberry
- Anthony Russo
- Joe Russo
- Peter Lauer
- Jay Chandrasekhar
- Paul Feig
- John Amodeo

Production

- John Amodeo
- Brad Copeland

Writing

To see specific details about the DVD (i.e. region, subtitles, format, features, etc), click “details” (see next page for example)

New!

The system now indicates whether the DVD is available for check-out.

For example, Cinema Studies owns 2 copies of Arrested Development.

However, one copy is checked-out.

The other copy is available for checkout and can be requested.

Continue to next page

After clicking on “details” under “copies,” the following information appears about the specific DVD:

The screenshot shows the top navigation bar with the University of Oregon logo and 'cinema studies video collection' title. Below the navigation bar, there are links for 'HOME' and 'MOVIE LIST', a search bar, and a 'GO >' button. A status bar indicates the user is logged in as 'mlwright' with links for 'Log out' and 'Site Administration'. On the right, it shows 'Items in cart: 2' and a 'Complete Checkout' link. The main content area displays the title 'Arrested Development: Season 1 - Copy #2' and a list of details: Status: available; Disc region: Region 1; Region 3; Format: DVD, Fullscreen (4:3, Letterboxed), Single side, dual layer, Widescreen (1.78:1); Features: Subtitles in English, Subtitles in French, Subtitles in Spanish, Dolby Digital Stereo [English], Subtitles in English (Closed Captioned), Dolby Digital Surround [English]. A 'Back to movie' link is at the bottom left. A red arrow points from the text 'Details about the DVD appear here' to the details list.

Step #3: Check-Out a DVD from the Collection:

To check-out a DVD, complete the following steps:

- Select the DVD you would like to check-out
- Click “Add to Cart” to begin the check-out process
 - To check-out additional movies, click “Back to Movie List” and continue adding DVDs to the cart.

The screenshot shows the main page for 'Arrested Development: Season 1'. It includes the same navigation and status bars as the previous screenshot. The main content area features a movie poster on the left and a synopsis on the right: 'Level-headed son Michael Bluth takes over family affairs after his father is imprisoned. But the rest of his spoiled, dysfunctional family are making his job unbearable.' Below the synopsis are 'Movie Details' (Audience rating: NR (Not Rated), Release year: 2003, Running time: 440 minutes, Studio: 20th Century Fox, Genre: Comedy) and a 'Copies' table. The table has two rows: one with status 'checked out - due Dec. 14, 2013' and another with status 'available'. Each row has 'Details' and 'Add to cart' links. A red arrow points from the text 'To request this title, select “Add to Cart” for the available copy.' to the 'Add to cart' link of the available copy. Another red arrow points from the text 'To check-out another movie, select “Back to Movie List”' to the 'Back to Movie List' link at the top right. A large black arrow on the right side of the page points from the 'Back to Movie List' link back to the 'Arrested Development: Season 1' title.

- After selecting all of the DVDs you would like to check-out, click “Complete Checkout”
 - Indicate the desired date you would like to receive the DVDs
 - Indicate the delivery method (campus mail or pick-up in McKenzie 201)
 - Indicate any other information in the “notes” section.
 - Click “Submit Request”

The screenshot shows the 'Video Request Checkout' page. On the left, under 'Your Cart', there is one item: 'Arrested Development: Season 1' (Copy #1). On the right, the 'Checkout form' contains several sections:

- Dates:** A text box containing '08/20/2013' with the label 'Date desired'. A red arrow points to this box with the text 'Enter date you would like to receive the DVDs'.
- Contact:** Fields for 'Name' (Michelle Wright) and 'Email' (mlwright@uoregon.edu).
- Delivery method:** Radio buttons for 'Campus Mail' (selected) and 'Pick up'. A red arrow points to this section with the text 'Indicate delivery method'.
- Delivery Location:** Two text boxes: 'Building name' (Knight) and 'Office number' (267). A red arrow points to the 'Office number' box with the text 'Indicate Delivery location'.
- Notes/Additional Information:** A large text area with the placeholder 'Type any important information here'. A red arrow points to this area with the text 'Indicate additional info'.
- Submit Request:** A button at the bottom of the form. A red arrow points to it with the text 'Submit Request'.

When the form is submitted, you will receive a confirmation that the request has been submitted:

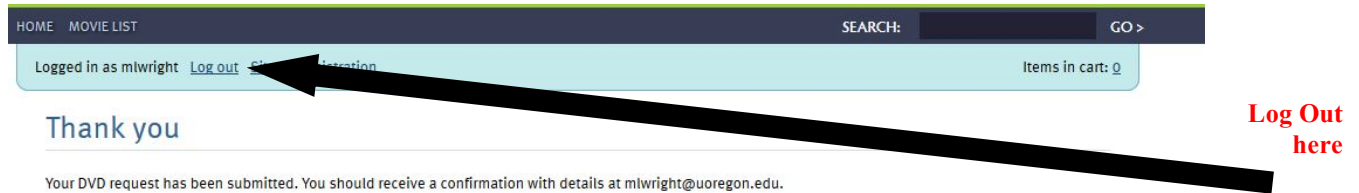
The screenshot shows the 'Thank you' confirmation page. At the top, it says 'Thank you'. Below that, a message reads: 'Your DVD request has been submitted. You should receive a confirmation with details at mlwright@uoregon.edu.'

Continue to next page

Step #4: Logout of the System:

To logout of the system, complete the following steps:

- Select “Log Out” at the top of the screen
- Close your browser. You **MUST** close your browser to complete the logout process.
 - **Important!** If you're using a public computer, clear your private settings, close the tab AND close your browser before leaving.



Delivery

DVDs are checked out daily Monday – Friday and sent in the Noon campus mail. The DVD will be delivered the following day to your mail box. Campus mail is recommended for delivery. Generally we cannot honor same day requests due to staffing limitations.

Please submit your requests as early as possible.

Movie Purchasing Procedure

If a DVD is not available on the online website and you would like to make a request to have Cinema Studies purchase the DVD, submit a request by email to video@uoregon.edu. **When submitting the request, include the link to the DVD** to ensure that the correct edition of the DVD is ordered for you. Whenever possible, please supply a link from the [Amazon](https://www.amazon.com) website.