

# Copy & Duplication Request Form

Date Requested: \_\_\_\_\_ Date Dub(s) are needed: \_\_\_\_\_

Person Requesting: \_\_\_\_\_ Department: \_\_\_\_\_

Phone# and/or e-mail: \_\_\_\_\_ Staff \_\_\_\_\_ Faculty \_\_\_\_\_ Student \_\_\_\_\_

Payment: CASH ONLY : \_\_\_\_\_ OR Charge Account \_\_\_\_\_ Class # \_\_\_\_\_

Number of dubs needed \_\_\_\_\_ Approx. length of media being dubbed \_\_\_\_\_

Duplicate entire tape / media \_\_\_\_\_ from cue point \_\_\_\_\_ Multiples \_\_\_\_\_ Special

Request \_\_\_\_\_

## Type of Dub Needed

Format:

FROM: 1/2" \_\_\_\_\_ DVD \_\_\_\_\_ mini DV \_\_\_\_\_ PAL \_\_\_\_\_ NTSC \_\_\_\_\_ OTHER \_\_\_\_\_

TO: 1/2" \_\_\_\_\_ DVD \_\_\_\_\_ mini DV \_\_\_\_\_ PAL \_\_\_\_\_ NTSC \_\_\_\_\_ OTHER \_\_\_\_\_

\_\_\_\_\_ CASSETTE DUPE \_\_\_\_\_ CD DUPE \_\_\_\_\_ OTHER DUPE

TO CLAIM FAIR USE SIGN / DATE \_\_\_\_\_

## IMPORTANT INFORMATION!

\*\* Duplication for copyrighted material are subject to regulations and may only be in similar format i.e. (1/2" VHS to 1/2" VHS, DVD TO DVD) any format change must be accompanied with written permission from the copyright holder before work can begin.

\*\* Material with copyrights or material taped off of TV can only be dubbed if the copy falls within the guidelines of the Media Center's policy on copyright regulations.

\*\* Please allow at least 48 hours notice on all material (more than 5 copies, 2 week minimum). There will be times when we will be unable to complete requests as specified, due to the needed equipment being reserved by students or faculty members. When we see any difficulty arising due to this or any other reason, we will notify you ASAP.

\*\* Any media that is incompatible with our recording/duplicating gear will be replaced and charged accordingly.

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OFFICE USE ONLY: Work Completed By: \_\_\_\_\_

Charges:

Media Type	Duplication Rate	Additional Charge(s)	Total