

## EDITING AND DUPLICATION REQUEST

□ Special Project □ Audio duplication (copyright release on back must be signed)  (Flex, Staff Development, etc) □ VHS-DVD conversion (copyright release on back must be signed)  □ Other □ Caption (copyright release on back must be signed)	Date	Extension
PROJECT  DESCRIPTION  Instructional  Copyright release on back must be signed)  Video/DVD duplication (copyright release on back must be signed)  Special Project  (Flex, Staff Development, etc)  VHS-DVD conversion (copyright release on back must be signed)  Caption (copyright release on back must be signed)  Caption (copyright release on back must be signed)  Caption (copyright release on back must be signed)	Requested by	Dept/Division
<ul> <li>□ Instructional</li> <li>□ Rediting (copyright release on back must be signed)</li> <li>□ Video/DVD duplication (copyright release on back must be signed)</li> <li>□ Special Project</li> <li>□ Audio duplication (copyright release on back must be signed)</li> <li>□ (Flex, Staff Development, etc)</li> <li>□ VHS-DVD conversion (copyright release on back must be signed)</li> <li>□ Caption (copyright release on back must be signed)</li> </ul>		
<ul> <li>□ Non-Instructional</li> <li>□ Special Project</li> <li>□ (Flex, Staff Development, etc)</li> <li>□ Other</li> <li>□ Caption (copyright release on back must be signed)</li> <li>□ Caption (copyright release on back must be signed)</li> <li>□ Caption (copyright release on back must be signed)</li> </ul>		_
<ul> <li>□ Special Project</li> <li>□ Audio duplication (copyright release on back must be signed)</li> <li>□ (Flex, Staff Development, etc)</li> <li>□ VHS-DVD conversion (copyright release on back must be signed)</li> <li>□ Caption (copyright release on back must be signed)</li> </ul>		_
(Flex, Staff Development, etc) ☐ VHS-DVD conversion (copyright release on back must be signed)  ☐ Other ☐ Caption (copyright release on back must be signed)		-
☐ Other ☐ Caption (copyright release on back must be signed)		
Media Titles		
	Media Titles	
Requestor's Signature	Requestor's Signature	
Notations		
Tyotations	Notations	

Revised March 2014