



## EDITING AND DUPLICATION REQUEST

Date \_\_\_\_\_ Extension \_\_\_\_\_

Requested by \_\_\_\_\_ Dept/Division \_\_\_\_\_  
Print

Requested Project Completion Date \_\_\_\_\_

### PROJECT

- Instructional
- Non-Instructional
- Special Project  
(Flex, Staff Development, etc)
- Other \_\_\_\_\_

### DESCRIPTION

- Editing *(copyright release on back must be signed)*
- Video/DVD duplication *(copyright release on back must be signed)*
- Audio duplication *(copyright release on back must be signed)*
- VHS-DVD conversion *(copyright release on back must be signed)*
- Caption *(copyright release on back must be signed)*

Media Titles

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Requestor's Signature \_\_\_\_\_

Notations \_\_\_\_\_

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