



Tape Duplication Request
Center for Instructional Support
 Kuykendall 103
 (808) 956-8075 FAX: (808) 956-9535
Please print or type

*Name _____ Course No. _____
 Office Address _____ Phone _____
 E-Mail Address _____
 Tape Title _____
 Approx. Tape Length _____ (in hrs : minutes) No. of Copies _____

Additional titles, times, # of copies, special instructions on reverse.
 VHS Conversion: Foreign to U.S. (NTSC)
 U.S. to Foreign (country or system: _____)

Tapes (Please √)	
<u>Original</u>	<u>Copy</u>
<input type="checkbox"/> VHS	<input type="checkbox"/> VHS
<input type="checkbox"/> SP	<input type="checkbox"/> SP
<input type="checkbox"/> LP	
<input type="checkbox"/> SLP	<input type="checkbox"/> SLP
<input type="checkbox"/> S-VHS	<input type="checkbox"/> S-VHS
<input type="checkbox"/> Betamax	
<input type="checkbox"/> U-matic	<input type="checkbox"/> U-matic
<input type="checkbox"/> Hi 8	<input type="checkbox"/> Hi 8#
<input type="checkbox"/> VHS-C	
<input type="checkbox"/> Mini-DV#	<input type="checkbox"/> DVD-R (Over)
<input type="checkbox"/> Audio Cassettes	

Copyright Statement [please check (√) one]

This is **my original material**. I authorize duplication.

†Since this **IS NOT MY ORIGINAL MATERIAL**, it is **COPYRIGHT** protected. The copyright release is attached.

Notes:
 * UH Faculty/Staff/Admin only.
 * Students request through instructor/advisor.
 # Duplication requires camera.

 Client provides blank tapes.

†Copyright law covers broadcast programs; purchased or rented tapes, foreign or domestic. Copyright holder owns duplication rights. CIS can duplicate only with proper release. **NOTE:** Intellectual ownership does not necessarily include copyright ownership.

Signature _____ Date _____ 10/03

(Fold Along Line)

Tape Duplication Request Additional Information or Instructions

Video to DVD Transfer

Submitting Your Materials for Recording: Cue videotapes to the start point for each program. Include a description of the start sequence if it may not appear to be obvious to the technician. List the exact times for each program down to the seconds along with a visual description of the ending scene, if possible. Incorrect information may result in scenes being cut short or extra materials inadvertently added.

DVD Title (Max. 40 Characters) _____

Programs (Must be cued unless transferring entire tape):

Title (Max. 44 Characters)	Start Time/Description	End Time/Description

Notes about transfer service:

DVD-R is a write-once technology. Once video footage has been "burned" onto the disc the video segment can't be changed without having to create another DVD-R disc. Due to the constant monitoring process, videotape to DVD transfers will be done on a time-available basis and may take a longer turnaround time than videotape to videotape duplication. Each program is divided into five-minute chapters that may be accessed by the |<< or >>| buttons on your DVD remote control but not through the DVD menu (A Chapter menu is not provided). DVD duplication is NOT supported. Copyright policies apply.

Disclaimer - CIS is not responsible for DVD compatibility issues or for problems encountered during the creation of the disc that may cause the disc to become unusable. Your signature above denotes acceptance of this disclaimer and the conditions set forth.