VHS Video to DVD Media Transfer Request

This form is a request for service and verification of acceptable usage for transferring a VHS video tape to a DVD disk solely in support of the academic mission.

Print off this form, complete the information below and bring it and the VHS tape(s) to be converted to the Library Lab Service Desk in Memorial Library for processing.

Title/Name of the VHS tape(s) to be transferred:

____________________________________________________________________

____________________________________________________________________

I, ___________________________ state to the best of my knowledge each of the following to be true:

- The VHS tape(s) listed above was/were legally purchased by me (person signing this document below) or Berry College or is/are a non-copyrighted creation; and

- I have conducted a diligent search such as through internet site amazon.com or others that carry a large selection of available DVD titles, and it appears the content of this/these VHS tape(s) is/are not available for purchase in DVD or other digital format.; and

- The content on this/these VHS tape(s) and the DVD(s) created will be used only in support of academic instruction and not for private or personal use; and

- Any DVD(s) created will not be distributed to anyone other than the owner of the original VHS media. Only one copy of the media will be used at any simultaneous point in time.

OR

- I am the creator, owner of the copyright or have express permission from the copyright holder (evidence provided) consenting to allow the transfer to take place

Notes:

1. Some tapes may have imbedded encryption that prevents them from being copied.
2. DVD recordable disks may not play back correctly in older or a few noncompliant DVD players.
3. Memorial Library will make one copy of each tape, and one more for backup purposes if desired. If you need more than that, please work with your department or college for mass DVD duplication procedures.

Format Requested:  ☐ DVD  ☐ MP3 (Audio Only)  ☐ Both

I understand and agree to the above terms.

____________________________________  ________________  ________________
Signature  Berry ID  Date

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Needed by Date: _______________  Staff Initials: ________  Amount charged ($5/DVD): __________