Request to Digitize VHS Video and DVD Media

This form is a request for service and verification of acceptable usage for digitizing a VHS video tape or 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)/DVDs to be converted to the Library Lab Service Desk in Memorial Library for processing.

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

Print your name on the line above

- The VHS tape(s)/DVDs listed above was/were legally purchased by me (person signing this document below) or Berry College or is/are a non-copyrighted creation; and
- The content on this/these VHS tape(s) and/or these DVD(s) will be used only in support of academic instruction and not for private or personal use; and
- I acknowledge that the digitized version of this media will be uploaded to Kaltura (mediaspace.berry.edu) and I will not receive a personal copy of this/these files.

Notes:
1. Some tapes may have imbedded encryption that prevents them from being copied.
2. Once the digitized version is uploaded to Kaltura, it will be added to your "My Media" collection if it is a personal copy or added to Memorial Library's digital collection if it is part of the Library's collection.

I understand and agree to the above terms.

_____________________________  ________________  ________________
Signature                Berry ID                  Date

_________________________  
Staff Initials: _________

Needed by Date: ___________