VIDEO TRANSFER AND DUPLICATION FORM

NAME (PRINT) ___________________________  TODAY'S DATE ______

○ FACULTY  ○ STAFF  ○ STUDENT  ○ OTHER __________

DEPARTMENT/CLASS ________________________  PHONE ____________

CONTACT PERSON __________________________  ○ SAME AS ABOVE

VIDEO TITLE __________________________________

TRANSFER

○ VHS TO DVD

○ MINI DV TO VHS

○ MINI DV TO DVD

DUPLICATION

○ VHS  ______ OF COPIES

○ DVD  ______ OF COPIES

○ CD ROM  ______ OF COPIES

DATE NEEDED ___________________________________

DEPARTMENT ACCOUNT # ________________________

SIGNATURE _____________________________________

THE COST FOR EACH TRANSFER OR DUPLICATION IS $5.00

WE CAN NOT TRANSFER OR DUPLICATE ANY COPYRIGHTED MATERIAL