Media and Classroom Services
Media Duplication and Transfer Request
Not to be used for server uploads

Requestor name: ____________________________
Department: ________________________________
Phone number: ______________________________
Date submitted: ______________________________
Date/time requested for pick-up: __________________

Staff Use ONLY:
Billable Client? Y N □IDB □Personal check
Date Completed: ____________________________
By (IT Staff): ______________________________
HEAT# ______________________________________
Total to bill: ________________________________
Picked up by: ________________________________

Staff use ONLY
Quoted price:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost per item</th>
<th>Subtotal</th>
</tr>
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Blank media ($5/disc)

TOTAL COST

- You must provide new blank media for copies.
- Production turnaround time is based on formats requested, length of media and number of originals and copies requested.
- OTS assumes no responsibility for acquiring copyright approval – it is up to the individual requesting copies to maintain copyright standards under the law. OTS is unable to duplicate commercially manufactured DVDs due to technical restrictions; OTS is able to transfer unprotected DVDs produced by the user.

Original source | Duplicates ($5 first copy, $1 each additional) | Editing/conversion required ($35/hr)  
---|---|---|
Audio: □ Cassette □ CD □ VHS □ SVHS □ MiniDV □ Digital 8 □ 8mm/Hi8 □ DVD | Audio: □ CD (single track from tape or LP) □ CD (exact duplicate from CD) □ .mp3 □ .wav □ .aif | Audio: □ CD (individual tracks) □ .mp3 (individual tracks) □ .wav (individual tracks) □ .aif (individual tracks) |
Video: □ VHS □ SVHS □ MiniDV □ Digital 8 □ 8mm/Hi8 □ DVD | Video: □ DVD (exact duplicate from DVD) □ DVD (dub from analog source) □ VHS □ SVHS □ MiniDV □ Digital 8 | Video: □ DVD (specified segment) □ VHS (specified segment) □ SVHS (specified segment) □ MiniDV (specified segment) □ Digital 8 (specified segment) □ 8mm (specified segment) □ Windows Media (disc only, no upload) □ MPEG (disc only, no upload) |
Length: □ 60m cassette/miniDV/Digital8 □ 90m cassette/miniDV/Digital8 □ CD (74 or 80 min) □ 120m cassette/VHS/8mm □ EP/LP VHS □ Other: ____________________________ | # of copies: ____________________________ |

My signature here indicates that I hold the copyright or have obtained permission from the holder to have these materials duplicated.

Warning concerning copyright violations: The copyright law of the United States (Title 17, United States Code) governs the reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction which may not be "used for any purpose other than private study, scholarship, or research." If a user later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. Further, the Digital Millennium Copyright Act of 1998 prohibits circumvention of any technology designed to prevent copyright infringement, even if there is no infringement of copyright. This institution reserves the right to refuse any order that, in its judgment, would violate any provision of U.S. copyright law.

OTS Call Center:
(410) 837-6262
helpdesk@ubalt.edu
http://www.ubalt.edu/ots/

Media and Classroom Services
410-837-3396
http://www.ubalt.edu/avrequest