



## Instructional Technology Services

### Request for DVD Dubbing

Name: \_\_\_\_\_ TCNJ E-Mail address: \_\_\_\_\_

Department: \_\_\_\_\_ On-campus phone: \_\_\_\_\_

I would like to request that the following materials be transferred from VHS to DVD:

Exact Title to Use for Dubbing (15 character max.):

Exact Length of video:

Please check one of the following record modes. Note that extra time is needed to finalize each DVD. Therefore, if your tape is exactly one of the times below, it will be necessary to cut a segment out -or- record at the next level.

XP - under 60 minutes       SP - under 120 minutes

LP - under 240 minutes       SLP - under 360 minutes

Please check one of the following chapter mark options. This will determine at what intervals you can skip through the DVD:

None       5 minutes       10 minutes       15 minutes       30 minutes

Please write in amount of DVD's requested: \_\_\_\_\_ DVD-R in Jewel Case x \$11.00 each

Title 17, U.S. Code – The Copyright Act:

§107. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include –

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

I have reviewed Section 107 of the Copyright Act and either have make the determination that the work I am requesting to be digitized satisfies the "Fair Use" criteria, or that I have obtained permission from the copyright owner to use these materials. I hereby release Instructional Technology Services and The College of New Jersey from any liability to a copyright owner for my failure to comply with the Copyright Act and/or any damage that may occur to my VHS tape as a result of the dubbing process.

*PLEASE ALLOW ONE WEEK FOR THIS SERVICE.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_