



## Instructional Technology Services Drop off Service Request

Name \_\_\_\_\_

TCNJ E-Mail address \_\_\_\_\_

Department \_\_\_\_\_

On-campus phone \_\_\_\_\_

Please check all the services required below:

- |   |  |
|---|--|
| <input type="checkbox"/> Audio tape to CD transfer      | <input type="checkbox"/> Printing: Color / B&W |
| <input type="checkbox"/> Binding: Thermal or Spiral     | <input type="checkbox"/> Scanning documents    |
| <input type="checkbox"/> CD burning or duplication      | <input type="checkbox"/> Scanning images       |
| <input type="checkbox"/> DVD burning or duplication     | <input type="checkbox"/> Scanning slides       |
| <input type="checkbox"/> Downloading images from camera | <input type="checkbox"/> VHS to DVD transfer   |
| <input type="checkbox"/> Edit audio/text/images         | <input type="checkbox"/> Video Digitizing      |
| <input type="checkbox"/> Laminating: Roll or Pouch      | <input type="checkbox"/> Video Editing         |
| <input type="checkbox"/> Large Format Printing          | <input type="checkbox"/> Video Upload          |
| <input type="checkbox"/> Photocopying: Color / B&W      | <input type="checkbox"/> Other _____           |

ITEMS TO BE PLACED IN Canvas:

- |   |  |
|---|--|
| <input type="checkbox"/> Audio digitizing | <input type="checkbox"/> Document scanning |
| <input type="checkbox"/> Video digitizing | <input type="checkbox"/> Image scanning    |

List details from your request above: \_\_\_\_\_

\_\_\_\_\_

### 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.

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

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