

Digital Video Services Request Form

Complete and attach this form to the media to be converted (VHS Tape, DVD, etc.)

Name _____
Department _____
Email _____
Phone _____

Digitizing and/or converting content takes seven to ten days to complete, depending on the complexity of the task. Time frames for other services such as video creation/production will vary by project.

Service (please check all that apply)

Video capture from VHS Audio capture from VHS Other
 Video capture from DVD Audio capture from DVD

Describe your request:

Please describe in **detail** your request. Include titles, timing of clips, number of copies, etc.

How is the finished media going to be used? (e.g. on the web, DVD, PowerPoint)

Where should the finished media be placed and/or delivered?

If Blackboard, please include course name.

By signing this form and requesting that this work be completed, I acknowledge and agree that; (i) I have carefully reviewed the University's Copyright Educational Materials (<https://www1.villanova.edu/villanova/generalcounsel/copyright/edumaterial.html>), (ii) my request and the proposed use of the copied work complies with the University's copyright policy (<https://www1.villanova.edu/villanova/generalcounsel/copyright/policy.html>) and applicable copyright law, (iii) if permission of the copyright holder is required, I have obtained and will maintain written documentation of such permission, (iv) if I am relying on the "fair use" exception, I have applied the "four factors" test in an scrupulous, objective manner and consulted with the Office of Academic Affairs regarding any questions or concerns, and (v) I take personal responsibility for any noncompliance. Requests can not be processed with out a signature.

Signature of Requestor: _____ **Date:** _____

Internal Use Only

CIT Contact _____ Consultant _____ W/O # _____