

MEDIA COPY REQUEST FORM

RETURN COMPLETED REQUEST TO LRC210.

QUESTIONS? CALL 973-328-5290

BLANK MEDIA FOR COPYING IS TO BE SUPPLIED BY THE REQUESTOR.

DVD-R and CD-R are acceptable blank media formats. The Media Center recommends high-speed rated media from the following brands: CMC, Fuji, Imation, Maxell, Mistubishi, Mitsui, Philips, Pioneer, Ricoh, Ritek, Sony, Staples Brand, Taiyo Yuden, TDK, and Verbatim.

Other generic media is not supported.

PLEASE NOTE: The copyright law of the United States (Title 17, United States Code) prohibits the duplication of video or audio tapes recorded off the air, rented, or purchased without written permission from the copyright holder. EXCEPTIONS WILL NOT BE MADE.

COPYING SERVICES (Please use one form per request)

Name of Program to be copied:

Copy From: Audio Cassette CD DVD
 VHS Tape Other _____

Copy To: DVD CD
 USB storage device Other _____

Number of Originals:

Number of Copies Requested:

Special Notes:

REQUESTOR INFORMATION

Name: _____ E-mail: _____

Affiliation: Faculty Staff Other:

Telephone Number: _____ Today's Date: _____

DATE NEEDED (Most copies can be made in 5 business days)

Rush 5 business days Call when ready

PICK UP (TO BE FILLED OUT BY MEDIA CENTER STAFF)

NOTIFIED ON _____

PICKED UP ON _____

