

# REQUEST FOR OFF-AIR TAPING

Please print this form, fill in the requested information and return it to the Media Center in the Learning Resource Center (LRC210) along with an appropriate blank DVD\*.

**\* APPROPRIATE BLANK MEDIA FOR COPYING (SUPPLIED BY THE REQUESTOR).**

DVD-R is the only acceptable blank media format. 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.

## REQUESTOR INFORMATION

Name:

Affiliation:  Faculty  Staff  Other:

Telephone Number:

Today's Date:

## PROGRAM INFORMATION

Name of Program:

Network / Channel:

Length of Program:

Date(s) of Program:

Start Time(s) of Program:

Other Information:

### PLEASE NOTE:

1. Recordings may be made only upon request by faculty or staff. The County College of Morris LRC Media Center can record programs from network and cable station simultaneously as they are broadcast.
2. The program can be kept for up to forty-five (45) calendar days following the recording.
3. The program can only be shown once for instructional purposes, NOT ENTERTAINMENT PURPOSES, for the first ten (10) days and repeated once.
4. The program need not be shown in its entirety but may not be altered.
5. During the remaining thirty five (35) days, the program can only be used for faculty evaluation purposes. If the faculty member wishes to keep the program in the curriculum, the faculty member must seek permission from the copyright owner and submit a copy of that permission to the media center.
6. AFTER 45 DAYS, THE PROGRAM MUST BE ERASED OR DESTROYED. PLEASE RETURN IT TO THE MEDIA CENTER BY \_\_\_\_\_.
7. Regular recording of shows is prohibited.
8. Recordings may not be combined to create teaching compilations.

N.B. The above provisions are based upon the copyright law of the United States (Title 17, United States Code).

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

NOTIFIED ON

PICKED UP ON

DVD RETURNED ON

DVD DESTROYED / ERASED ON

