



Media Digitization/Duplication Request

Date _____

Your Name _____ Department _____

Name or title of Media: _____

(For games or matches, include men's or women's sport, opponent, location, date)

Copyright date: _____ Holder of copyright: _____

I have received the appropriate permission* to copy or digitize this work (see [Copyright information](#) below)

Format: (CD, DVC, DVD, flash drive, print, etc.): _____ **Quantity:** _____

Packaging: (cardboard case, paper sleeve, plastic case, binder, notebook, no protective covering, etc): _____

Blank materials supplied: (CD's, DVD's, etc): _____ quantity _____ brand _____
cases/sleeves _____ quantity: _____

Format desired: (avi, audio CD, DVD, gif, jpeg, mp3, mpeg-4,wav, wmv, etc): _____

Number of copies wanted: _____

Do you want it loaded into the course's/group's LMS? y/n If yes, put it into: Blackboard ____ Moodle ____

Where? (give name of course or organization) _____

Instructions: _____

When finished,

contact _____ by phone (#) _____

email (address) _____

send ICM to _____

other _____

***Copyright information:** *One of these must be checked in order for the MIMC staff to fulfill the request:*

This was a Thiel College production/event. Participants have given their written permission to record, digitize and/or duplicate the media: signed a waiver _____ other (explain the written permission provided below): _____

Signed: _____

I have provided written permission to digitize/duplicate this work, granted by the owner of the copyright (please attach the written permission to this form)

This will be the only copy I use; I will not copy the new one. The one provided was legally obtained and will remain in my media archives. Signed: _____

This is a(n) production/event involving only my friends/family. Everyone involved has given permission to copy or digitize it. Signed: _____