

Digital Editing Request (Bond 303)

ITS-Multimedia Services

Today's Date: _____ Requested Delivery Date: (10 day min.) _____

Name: _____ Department: _____

Phone: _____ E-mail: _____

Requirements for Digitizing Audio/Video:

- ***No copyrighted material outside of Educational Fair-Use Act guidelines will be digitized, and it must be Citadel-related material.***
- Blank media must be provided.
- If only a certain portion of a video tape is to be dubbed, please provide the in and out points of the section to be dubbed in "minutes:seconds".
(The in point is the beginning of the section to be dubbed; the out point is the end of the section. Example: 32:15)
- Media will be available for pick-up from Multimedia Services (B255) during office hours: Monday through Friday, 8am to 5pm.

Use for Digitized Material: _____

(Lecture, PPT presentation for class, transfer from camera to media, etc.)

Special Instructions:

Prepared by: _____

Customer Contacted for Pick-Up: Phone E-Mail Date: _____

Recipient's Signature: _____

Date Items Received: _____