

Audio/Video Dubbing Request (Bond 303)

ITS-Multimedia Services

Today's Date: _____ Requested Delivery Date: (3 bus. days min.) _____

Name: _____ Department: _____

Phone: _____ E-mail: _____

Requirements for Dubbing:

- ***No copyrighted material outside of Educational Fair-Use Act guidelines will be dubbed, and it must be Citadel-related material.***
- Blank tapes must be provided.
- All tapes should be clearly labeled.
- Tapes are available for pick-up during lab hours.
- If only a certain portion of a 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)

Special Instructions:

Number of Dubs: _____ Dubbed by: _____

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

Recipient's Signature: _____

Date Items Received: _____