

Before submitting your video conversion request, please note the following:

1. *In compliance with US Copyright Law, Media Services is not able to circumvent Copyright Protection Systems to stream full-length videos.*
2. *Fair Use Guidelines support video streaming for online/hybrid courses only.*
3. *VHS conversions require confirmation by library staff (kross@sjfc.edu) that no digital versions are available commercially.*

Thank you

OIT Video Conversion Request Form

Requestor's Name: _____ Email Address: _____

Requestor's Status (Circle One): Faculty Staff Student

Requestor's Department: _____ Phone Number: _____

Type of Media (Check One) : DVD Other VHS

Title of Video: _____

SJFC Property (Circle One): Yes No

Length of Conversion: Full Video Section of Video

If Section of Video: Start Time: ____:____:____ End Time: ____:____:____

Type of Conversion (Check One): Streaming DVD Other

I acknowledge that I understand and am in compliance with the Fair Use Guidelines as described The United States Code, Title 17, section 107. The multimedia items that I am requesting for conversion meet these guidelines and/or I have received permission for reproduction.*

Signature: _____ Date: _____

*For more information see the Copyright Subject Guide
<http://libguides.sjfc.edu/content.php?pid=194634&sid=1631285>

OIT USE ONLY

OIT Work Order #: _____ OIT Technician Initials: _____