

Center for Instructional Technology
Media Transcoding Request Form
(Video, Audio, & Scanning)



Faculty Name _____ JMU e-ID/E-mail _____@jmu.edu

Faculty Phone: _____ Course # Using the Content _____

College/Unit _____ Date of Request _____ Date Project Needed _____

Name & Description of Project _____
(use back of paper if more space is needed)


Original Media Type & Quantity: _____

Portion Needed to Be Copied: (e.g., start/stop time): _____

NOTE: Encoding entire portions of copyrighted content requires special justification. However, if you need a complete video converted, contact Media Resources (568-6770, Carrier Library Rm 16).

End Product:

- a) ___ JMUtube: (web filename: _____)
- b) ___ E-mail (via a download link)
- c) ___ Other Format: _____

 Encoding and transmitting protected material online for educational purposes is primarily subject to Section 110(2) of copyright law which, among other things,
(1) requires that the original be lawfully made and acquired;
(2) that only reasonable and limited portions be used;
(3) that it be a regular part of the systematic mediated instructional activities of an educational institution;
(4) and that it be directly related to the teaching content. <http://www.jmu.edu/copyright/Teach.shtml>

For more information regarding complying with copyright laws, please visit www.jmu.edu/copyright .

By signing, I confirm that this request complies with current copyright law.

Signature of Requestor

Date

OFFICE USE ONLY:

Project Approval ___ Yes ___ No By: _____

Notified Faculty of Completion & Ready for Media Pick up: _____
Staff Name Date

Media Returned _____
Signature of Receiver Staff Initials Date