

Digital Transfer Services Request

The Student Multimedia Design Center offers digital transfer services to University of Delaware students, faculty and staff. Media from analog and digital video tapes, digital files on portable storage, and photographic formats can be converted to DVD or CD optical disc as appropriate. For questions, please call the Service Desk @ (302) 831-8832.

Please indicate the format(s) and number of pieces for each of your home multimedia materials:

TAPES		OTHER DIGITAL FORMATS		PHOTOGRAPHIC FORMATS	
Type	Qty	Type	Qty	Type	Qty
<input type="checkbox"/> VHS		<input type="checkbox"/> CD/DVD		<input type="checkbox"/> Prints	
<input type="checkbox"/> MiniDV		<input type="checkbox"/> Hard Drive		<input type="checkbox"/> Negatives	
<input type="checkbox"/> 8mm		<input type="checkbox"/> Memory Card		<input type="checkbox"/> Slides	
<input type="checkbox"/> Hi8		<div style="border: 1px solid black; padding: 5px; width: fit-content;"> How many copies of each final disc: </div>			
<input type="checkbox"/> Digital 8					

Charges for Digital Transfer Services to DVD disc

Tapes \$40.00 for up to one hour of content and \$10 for each additional hour
Non-tape Digital formats \$20.00 for up to one hour of content and \$5 for each additional hour
Photographic formats \$0.50 per image, with a minimum charge of \$10 per disc
Extra copies of disc \$8.00 per DVD / \$5.00 per CD

Disclaimer

I understand that videotape and other media are subject to deterioration due to age and environmental conditions. Should issues arise which are beyond the control of Center staff, I hold the staff of the University of Delaware, and its employees, harmless for any damage or loss of the Content beyond the amount of my order.

Please include a copy of the completed "Copyright Accountability Form for Digital Transfer Services" with this service request.

Name: _____	Date: _____
PLEASE TYPE OR PRINT	
Phone: () -	Email: _____@udel.edu

Signature: _____	Staff: _____
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An estimated total cost for services will be communicated to the named individual using the above information. This estimate is subject to change based on actual video capture time necessary and number of images processed. Final charge will be provided at time of pickup of materials.

Copyright Accountability Form for Digital Transfer Services

Users must read and initial this form to be provided service related to the transferring of content for Digital Transfer Service in the Student Multimedia Design Center (SMDC). In this service, staff transfer library users' personal video from VHS, DVD, MiniDV, 8mm, Hi8 and Digital 8 tape to DVD; and will also scan slides, negatives and photographs to DVD for a fee.

Media, including movies, television programs and photographic images are subject to United States Copyright Law, and it is illegal to make copies, in part or whole, of the content for the same purpose as the original without the expressed permission of the copyright owner except under fair use.

I agree that any limited portions of copyrighted content in my project are allowed to be transferred and used under fair use based on my responses to these questions:

- What is the character of the use?
- What is the nature of the work to be used?
- How much of the work will I use?
- What effect would this use have on the market for the original or for permissions if the use were widespread?

By initialing one of the following statements and signing below, I represent and affirm that the following statements are true regarding any third party copyrighted materials (videotape, film, 35mm slides, prints or any other media) I am bringing to the Student Multimedia Design Center to transfer to a digital format.

Initial One

I have answered the four questions regarding copyright and fair use and take full responsibility for copying limited portions of the content under terms of fair use.

OR

I am the rightful owner or the rightful owner(s) have given me written permission to copy the content as needed, and such written permission is attached to this form.

OR

I have been unable to reach the rightful owner(s) after good faith attempts and take full responsibility for copying the content which is owned by others

Name: _____ <small>PLEASE TYPE OR PRINT</small>	Date: _____
Phone: () -	Email: _____@udel.edu

Signature: _____

Staff: _____