



# Audio/Video Duplication Order Form



105 Thomas Building (814) 863-8144

Please read the attached instructions and copyright notice. Please print clearly.

- (1) Name: \_\_\_\_\_
- (2) Date: \_\_\_\_\_ (3) E-Mail: \_\_\_\_\_
- (4) Billing address: \_\_\_\_\_
- (5) Phone: \_\_\_\_\_ (6) Department: \_\_\_\_\_

Do any of the master tape(s) contain copyrighted material:  Yes  No See attached "Copyright Notice" for details  
(If Yes, you must supply written permission from copyright holder.)

- (7) Payment Method:  Departmental Funds  Personal Funds
- (8) Pickup Location of Completed Order:  26 Willard Bldg  Wagner Annex  105 Thomas Bldg  
 Send to above address (see instruction #8)
- (9) Title(s): \_\_\_\_\_ (10) Length: \_\_\_\_\_ (11) # Copies: \_\_\_\_\_ MediaTech Use: \_\_\_\_\_


- (12) Customer Supplying Blank Media  Yes  No (formats noted with \*\* below must be supplied by client)
- (13) Transfer from:  Audio Cassette  Mini Audio Cassette  CD  CD-R  Reel to Reel\*  
 VHS (NTSC)  VHS (SECAM)  VHS (PAL)  DVD  Mini DV  Hi8  16mm  U-Matic
- (14) Transfer To:  Standard Audio Cassette  Mini Audio Cassette\*\*  CD-R  CD-RW  
 VHS (NTSC)  VHS (SECAM)  VHS (PAL)  Mini DV  DVD-R  VCD  Mini DVD-RW
- (15) Record Speed (Quality): Mini audio cassette:  2.4 cm/s (Best)  1.2 cm/s (Good)  
VHS, Hi8, Mini DV videotape:  SP (Best)  EP/SLP (Good)  
DVD-R:  XP (1 hour-Best)  SP (2 hour-Good)  LP (4 hour-Marginal)  EP (6 hour-Poor)

(16) Special Instructions/Shipping Info:

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**Attention Customer:**  
**BELOW IS AN ESTIMATED BILL**  
**YOU WILL BE SENT AN INVOICE**

As a condition of using this duplication service, I hereby acknowledge that I have read and understand the information attached to this form.

**I certify that I am:**

1) the copyright holder; 2) providing written permission from the copyright holder; 3) an authorized agent of the copyright holder; or 4) providing written proof that the material is in the public domain for duplication purposes.

(17) \_\_\_\_\_

**Customer Signature**

(Signature required before duplication can be performed)

Paperwork and masters are subject to inspection and/or confirmation by MediaTech personnel before duplication commences.

**MEDIATECH USE ONLY:**

Admin Fee (Audio) \_\_\_\_\_

Admin Fee (Video) (\$5 per dub) \_\_\_\_\_

Labor Fee (\$1 per 30 min) \_\_\_\_\_

Equipment Costs (Video) (\$1/dub)  
(16mm) (\$2/dub) \_\_\_\_\_

Other \_\_\_\_\_

Blank Media Costs: VHS: \_\_\_\_\_ VCD or CD-R \_\_\_\_\_

DVD (-R or -RAM): \_\_\_\_\_ Audio Cassette: \_\_\_\_\_

Mini DV \_\_\_\_\_ Other \_\_\_\_\_

**TOTAL DUPLICATION AMOUNT:**

Amt: \$ \_\_\_\_\_ +Tax(if app.) \_\_\_\_\_ +Shipping (if app.) \_\_\_\_\_

**TOTAL:\$**

## **COPYRIGHT NOTICE:**

### **WE CAN DUPLICATE AUDIO/VIDEO MATERIAL UNDER ONE OF THE FOLLOWING CONDITIONS:**

- 1) YOU ARE THE COPYRIGHT HOLDER (home movies/videos, personal presentations, and the like) OR
- 2) YOU HAVE OBTAINED EXPRESS WRITTEN PERMISSION FROM THE COPYRIGHT HOLDER TO MAKE THE DUPLICATION(S). WRITTEN CONSENT MUST BE PROVIDED TO US BEFORE DUPLICATION CAN BEGIN. MATERIAL RECORDED FROM TELEVISION AND MOTION PICTURES (whether original is in PAL, SECAM OR NTSC) CANNOT BE DUPLICATED WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE COPYRIGHT HOLDER.
- 3) THE RECORDED MATERIAL IS PROPERTY OF THE PENNSYLVANIA STATE UNIVERSITY AND YOU ARE AUTHORIZED TO HAVE DUPLICATIONS MADE ON BEHALF OF THE PENNSYLVANIA STATE UNIVERSITY.

**A copyright holder is the person(s) or organization(s) which owns the rights to the recorded material, whether expressed or implied. If the material is public domain, you must provide us with a written statement from the program originator which indicates that it is in the public domain.** (i.e. – NASA provides a public domain notice on its website granting permission to record and duplicate its material without express written consent. A printed copy of this web page would serve as a written statement)

### **INSTRUCTIONS FOR FILLING OUT FORM ON REVERSE SIDE:**

1. **NAME:** First and Last Name of person placing the order. If different, include name of person responsible for pick-up.
2. **DATE:** Today's date.
3. **E-MAIL:** Electronic mail address where we may contact you (PREFERRED METHOD OF COMMUNICATION).
4. **BILLING ADDRESS:** Building and room number or street, city, state and zip code. This address will be used for billing and (if applicable) shipping purposes.
5. **PHONE NUMBER:** Number where we can reach you from 8am to 4:30pm, Monday through Friday.
6. **DEPARTMENT:** Department that is paying for the duplication (If personal, leave blank.)
7. **PAYMENT METHOD:** By what means will you be paying the duplication charges? Please select Departmental funds or Personal Funds. You will be billed at the address you provide in section 3.
8. **PICKUP LOCATION OF COMPLETED ORDER:** At which location would you like to pickup your order? Orders dropped off and picked up at 26 Willard Building may add 2 extra days to total turnaround time. Please note: We cannot guarantee delivery (timely or otherwise) of any order sent via mail (campus, postal or other delivery services)
9. **TITLE(S):** Title of the master(s). If each master is not labeled, please label and write corresponding information on the form. Use one line for each master. Attach additional paper if there are more than 3 masters. We are not responsible for the loss of unlabeled masters or masters that do not correspond to the titles you list on the form.
10. **LENGTH:** Total time/length of program on the master. If you do not specify, we will record until the duplicate media is full. If there is additional material on the master after the duplicate is full, an additional duplicate will be made beginning at the point where the first duplicate ended ). If you specify a length, we will copy onto the length of blank media you specify without regard to whether or not the program is cut short during duplication.
11. **NUMBER OF COPIES:** How many copies of each master would you like to be made?
12. **CUSTOMER SUPPLYING BLANK MEDIA:** All blank media must be high quality. (Absolutely no "bargain brands" as they tend to have problems in duplication equipment). **PLEASE NOTE:** If you supply blank media to create an audio CD from a different media source (ex: Audio Cassette), at least one of the blank CDs you supply **MUST** be a "*Compact Disc Digital Audio Recordable for consumer*" disc. If you do not know the difference between a "CD-R" (used for creating a CD on a computer) and a "CD digital audio recordable consumer disc" (used for stand alone CD recorders), we recommend allowing us to create a master CD using the blank consumer CDs we stock. You may then supply blank CD-R discs for multiple copies of the master CD. **If you supply your own blank media, we cannot be held responsible for recording problems created by defects in the blank media or incompatibilities with our equipment.**
13. **TRANSFER FROM:** What format is the master recorded in? **\*PLEASE NOTE:** We will attempt to duplicate your master onto other media. However, due to various speeds and configurations of older media, we cannot guarantee that the duplication can be completed. Due to the fragile nature of older media, we cannot be held responsible for any damage done to the master while attempting to perform duplications.
14. **TRANSFER TO:** In what format would you like the copies to be recorded? Please note: Digital formats (i.e. DVD) may not be compatible with all Digital (i.e. DVD) players.
15. **RECORD SPEED: IMPORTANT!** If you do not specify, the speed of the master will be used. If you request a different speed, please verify that your equipment can play back at the speed you ask us to use.
16. **SPECIAL INSTRUCTIONS:** If you want anything other than an exact copy of the original, please explain it here. If you want to combine segments from multiple masters, there will be additional labor charges. You must have analog media cued and labeled in the order of each segment you want transferred. You can provide the track or chapter number sequence order for multiple CDs or DVDs you want combined onto another media format.
17. **CUSTOMER SIGNATURE:** Please sign your name indicating that you have read and agree to the copyright statement and statements on this page. **You must sign before duplication can begin.**

MediaTech provides a basic duplication service. We make exact copies ("WYSIWYG") of your master(s). Due to the nature of analog media, we cannot guarantee the quality of any duplication made to and/or from analog audio/video media such as audio (cassettes, reel-to-reel, etc.) OR video (VHS, Hi-8, Mini DV, U-Matic, etc.) Copies to/from one digital format to another will only be as good as the master you provide. Digital copies can be made worse if you request a longer record speed (i.e. – SP, LP or EP). If you need editing services or require broadcast quality duplication, our service is not appropriate for you. We use consumer and professional audio/visual equipment, however it is not broadcast quality. We suggest you find an organization which is capable of broadcast quality editing and/or duplication if you require optimal results.