

(USE ONE FORM FOR EACH DVD)

Online Education and Training Digitization Request Form

Directions: Complete each field of this form and email it to kphillips@fullerton.edu. Then, drop off the original, purchased DVD at the 1st floor Library South Circulation Desk Monday-Friday, 8-5. You will receive an electronic ticket (email) updating you on the process and will be notified when the video is ready to be picked up.

Instructor:

Email:

Course:

Course title:

Semester/Year:

Date needed:

Is this video owned by the Pollak Library?

Call Number:

Video title:

Compilation of clips or entire work?

Provide information on any desired edits or on start and end times.

By submitting this form and video for digitization, you acknowledge that you or your department purchased the video from a licensed seller (e.g. OET cannot digitize copies of films, Netflix DVDs, etc. as that violates copyright law). You also agree that you will only make the video link available to students within your course in the Learning Management System which will require student login to view. You will not make the video publicly viewable, which would violate copyright best practices.

By checking this box, you agree to all statements above.

For Studio only

Open captions (Subtitles) are burned into the video file