

MMSD Video Library

Video Duplication and Recording Order Form:

Submit form to: **Marsha Tortorice, MMSD Video Library, 4711 Pflaum Rd. – 204-6813**
videolibrary@madison.k12.wi.us

Request from:
School Name _____ Person Requesting _____

Room # _____ Today's Date _____

Tape Recording and Duplication Guidelines

- Fill out one order form for each tape request.
- Up to two hours can be recorded on one tape.
- **Cost = \$4.00 per tape.**
- Above address will be used as delivery address
- Duplication services limited to no more than 5 copies of any program per year.*
- Evidence of copyright may be requested.
- Recording requests must be submitted at least one week prior to telecast date.
- Allow up to two weeks for delivery of tape copies.
- Fee for service will be deducted from your school's supplies account billed quarterly.

Video Duplication Request

Video source:

Check one: *Parade of Programs* Other: (videotape enclosed)

Name of program to be duplicated: _____

For billing please provide school General Supplies Account Code: _____

Cable Recording Request

Program Name: _____

Channel: _____

Date: _____

Time: _____

Length: _____

For billing please provide school General Supplies Account Code: _____

*The MMSD Video Library is not equipped to reproduce videos in large quantities. If you anticipate the need for more than five (5) copies of a tape within one year, we encourage you to contact an outside duplication house.

All requests must comply with copyright laws.

For additional information please go to <http://www.madison.k12.wi.us/lms/vidlib/>