MEDIA DUPLICATION AGREEMENT

Media Services offers duplication equipment for self-serve use by appointment. SCC Media Services staff are not able to duplicate or transfer media. In order to use this equipment, you must review the following rules and restrictions, fill out the section regarding what you are copying or transferring, and then sign below.

What Can I Duplicate?
- Video that you have produced. This includes home movies, personal camcorder tapes, or any programs for which you are effectively the copyright holder.
- Programs for which you have express written permission from the copyright holder to duplicate. A copy of this permission must be provided when a duplication request is made.

Duplication NOT allowed:
- Commercially produced VHS videos and DVDs. This may include movies, television programs, or other programs.
- Programs that have been recorded from any broadcast source (including, but not restricted to, movies, television shows, news programs, and satellite programs).
- Non-commercial video for which the customer is not the producer or copyright holder. These may be demonstration tapes, corporate videos, music videos, etc.

Formats
SCC Media equipment has the ability to copy from any of the following formats:
VHS (Standard), MiniDV, VCD, DVD

Editing
SCC Media only provides equipment that makes direct copies. If you have any editing needs, please visit the Technology and Learning Center to use a workstation with editing software such as Adobe Premiere.

Description of Media to be transferred/duplicated:
Please check one.
- [ ] Self-produced media
  - [ ] Title or Description ____________________________________________________
- [ ] Commercially-produced media
  - [ ] Title and Copyright holder ______________________________________________
  - [ ] Please attach copy of permission

I agree to follow adhere to the terms set forth in this document and understand that Seattle Central College Media Services or the Seattle Central College Library is not responsible for claims, damages, costs and expenses arising out of or from any unauthorized use of this copy and/or transfer.

_____________________________________________   _________________________
Signature        Date

_____________________________________________   _________________________
Full Name, printed       Department / Division

4/1/2015