VIDEO DIGITIZATION FORM

PLEASE COMPLETE THE FORM TO REQUEST CITE VIDEO DIGITIZATION SERVICES

Name: ________________________________________________________________

Department: ______________________________________________________________________

Phone: ______________________________________________________________________

NKU Email Address: ______________________________________________________________________

Title(s) to be digitized: ______________________________________________________________________

Source format: □ VHS □ DVD

Language: □ English □ Other: ____________________________________________

Subtitles: □ None □ English □ Other: ____________________________________________

Section(s) to be digitized: □ All □ Partial

If you don’t need the entire video digitized, please list start and end times of the appropriate section(s):

Start: ___________________________ End: ___________________________

Start: ___________________________ End: ___________________________

Start: ___________________________ End: ___________________________

Start: ___________________________ End: ___________________________

Course(s) (ex. HIS-103): ____________________________________________

Other Tags: ____________________________________________

□ I acknowledge that I will use the digitized video(s) in accordance with the Teach Act, Fair Use doctrine, and any other applicable copyright laws and regulations.

Signature: ____________________________ Date: ____________________________

KNOW THE LAW!

The possibility of copyright infringement is a serious issue to consider when it comes to using digitized videos in your face to face or online classroom. The Teach Act and Fair Use doctrine offer some protection to instructors but only in certain situations. Sometimes, it can be difficult to determine whether your use is violating the video creator’s copyright.

Luckily, Steely Library offers a number of resources to help you wade through these issues. Please visit http://steelylibrary.nku.edu/researchhelp/copyrightandplagiarism.html to learn more.