

## CVES CoSer 504 Instructional Resource Library Request to Duplicate Media

Date of Request: \_\_\_\_\_ Date Copies Needed By: \_\_\_\_\_

Requested by: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

School: \_\_\_\_\_

Title of Media: \_\_\_\_\_

Estimated Length: \_\_\_\_\_ Number of Copies Needed: \_\_\_\_\_

Format Requested\*:  VHS       DVD       CD       Audio Cassette

*\*We are not able to change the formatting of media that is available for purchase in the format requested.*

**Is material confidential or sensitive?** (i.e. CSE meetings, recordings from security cameras, teacher performance videos etc)       Yes       No

**Special Instructions:**

***Please send this form packaged with the materials for duplication. The original media will be returned to you with requested copies.***

***Please be advised that requests that do not follow federal copyright guidelines will be returned to you.***

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**PLEASE READ THE STATEMENT BELOW CAREFULLY BEFORE SIGNING THIS REQUEST.**

I understand that only materials lawfully obtained by the school district are eligible for duplication. Rental media, and media for personal use may not be duplicated. The copies may not be offered for sale and may not be used for any purposes other than non-profit educational purposes.

I understand that CVES cannot make multiple copies of copyrighted material without written consent of the copyright holder. To the best of my knowledge, this request for media duplication complies with Federal Copyright Guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For more information about copyright law visit: <http://www.koce.org/classroom/copyright.htm>

*You should receive a confirmation message from us. If you have not received confirmation of your request within 2 business days please call our office to verify that your request was received.*

**Please return this form to: Jennifer Henry, CVES Instructional Resource Library  
Email: [jhenry@cves.org](mailto:jhenry@cves.org) Phone: 518-561-0100 ext 361 Fax: 518-957-2377**