

CVES CoSer 504 Instructional Resource Library Request for Off-Air Recording

Date of Request: _____

Requested by: _____

Grade Level/Subject: _____

School: _____

Title of Program: _____

Estimated Length of Program: _____ **Part of a Series or Miniseries?** _____

Channel Number: _____ **Channel Name:** _____

Special Instructions:

PLEASE READ THE STATEMENT BELOW CAREFULLY BEFORE SIGNING THIS REQUEST.

I understand that this recording must be returned to the Instructional Resource Library within 45* calendar days of the above date for disposal. This recording may not be duplicated, altered, or otherwise edited nor may it be used for any purposes other than non-profit educational purposes.

To the best of my knowledge, this request complies with Federal Copyright Guidelines.

Signature: _____ **Date:** _____

For more information about off-air recordings and copyright visit: <http://www.ciconline.org/copyright>

Not all networks allow recording of their programs, even for educational purposes Check out the monthly listing of Cable in the Classroom programs available for recording. Most programs allow access for one year or more: <http://www.ciconline.org/monthlycalendar>

**Recordings will be given a designation of 45 days, 1 year, 2 years or unlimited based on the allowance of the program and network. Such designations are not selected by CVES. At the end of the designated time period all recordings are to be returned to the Instructional Resource Library where they will be destroyed.*

***If you request an off-air recording 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 Phone: 518-561-0100 ext 361 Fax: 518-957-2377