

Belk Library Media Conversion Service

Customer Information

Order Received _____

Contact Name _____

Department _____

Fund & Account # _____

Phone Number _____

Email Address _____

Order Information

Conversion Type	Quantity		Total
CD/DVD to CD/DVD	_____	x \$2.00	_____
Video to DVD	_____	x \$5.00	_____
VHS to VHS	_____	x \$2.50	_____
SVHS to VHS	_____	x \$2.50	_____
SVHS to SVHS	_____	x \$2.50	_____
Cassette to CD	_____	x \$5.00	_____
Other to CD	_____	x \$5.00	_____
		Total Price	_____

I, the person making this duplication request, understand and agree to the following copyright restrictions: Under certain conditions specified by U.S. copyright law (Title 17, U.S. code), libraries and archives are authorized to furnish a photocopy or other reproduction. One of these conditions is that the reproduction is not to be "used for any purpose other than private study, scholarship or research." If the user makes a request for, or later uses, a reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

The University Libraries reserves the right to refuse a reproduction request if, in its judgment, fulfillment of the request would violate Copyright. Copyrighted materials obtained from other lending libraries or rental companies are not acceptable for duplication. Duplication of copyrighted content is acceptable only for temporary, non-commercial use, in connection with or creation of curriculum materials, private study, classroom or course reserve use. Any further use, reproduction, or distribution of copyrighted items is strictly prohibited. The Libraries will notify you if your request cannot be fulfilled due to copyright restrictions.

Signature: _____ Date: _____