

AVS
 Requested:
 Dub:
 Uploaded:

ELS
 Rec'd from UC:
 Sent to AVS:
 Rtn'd from AVS:

REQUEST TO UPLOAD VIDEO MATERIAL INTO LCS (LECTURE CAPTURE SYSTEM)

NB please allow at least two weeks to upload item

| details below to be filled in by the Unit Coordinator | |
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| please deliver the form (and the recording where appropriate) to the Enquiry & Loans desk at your Campus Library | |
| Source of recording: TVNews <input type="checkbox"/> EduTV <input type="checkbox"/> Enhance TV <input type="checkbox"/> URL of above item : Source of recording: DVD/VHS/CD <input type="checkbox"/> Title: All recordings Length (in minutes): Date & Time of corresponding lecture: NB: If the date & time corresponds with an existing scheduled lecture a separate entry will be made for the video upload. If you do not wish the corresponding live lecture to be recorded please email lectures@murdoch.edu.au | Unit Coordinator's name: Unit Name: Unit Code/School:/..... Is this recording a Library copy? Yes <input type="checkbox"/> No <input type="checkbox"/> Unit Coordinator's signature: Date: Email: |
| NB if the item is a Screenrights recording or uploaded from TVNews please remember to enter the information in the description of the recording in LCS | |

| details below to be filled in by the Library | |
|---|--|
| Is this item catalogued as Green Label? Yes <input type="checkbox"/> No <input type="checkbox"/> Is this is a Screenrights/VA recording? Yes <input type="checkbox"/> No <input type="checkbox"/> Is this item Murdoch University ©? Yes <input type="checkbox"/> No <input type="checkbox"/> <hr/> <i>Requests to use any other AV recording (i.e. it is neither a Green Label nor a Screenrights item) should be sent to the Copyright Coordinator</i> <hr/> Is this a personal copy? Yes <input type="checkbox"/> No <input type="checkbox"/> Return to: | If item is GreenLabel/Screenrights/Murdoch Uni © sign and send form and item – marked 'Upload to LCS' – to AVS Send a copy of the form to the Copyright Coordinator and retain one for ELS file Signature of library officer: Name of library officer: Date: |

| details below to be filled in by the Copyright Coordinator | |
|---|--|
| for use when an AV recording is not a Green Label or Screenrights item or Murdoch University © | |
| Item can be uploaded to LCS Yes <input type="checkbox"/> Duration of permission / other info re licensing etc. : | Signature: Date: |