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

*NB please allow at least two weeks to upload item*

Please deliver the form (and the recording where appropriate) to the Enquiry & Loans desk at your Campus Library.

**Source of recording:**
- TVNews
- EduTV
- Enhance TV

**URL of above item:**

**Source of recording:**
- DVD/VHS/CD

**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 [ ]  No [ ]

**Unit Coordinator's signature:**

**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 [ ]  No [ ]

Is this a Screenrights/VA recording?  Yes [ ]  No [ ]

Is this item Murdoch University ©?  Yes [ ]  No [ ]

*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*

Is this a personal copy?  Yes [ ]  No [ ]

**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 [ ]

Duration of permission / other info re licensing etc. :

**Signature:**

**Date:**

(continued on the next page)