

REPRODUCTION OF COPYRIGHTED MATERIALS
(Request for Off-Air Video Recording)

Request Number: _____
(For office use only)

Submit _____ days prior to the requested taping date.

I, the undersigned, have requested the Clinton School District #124 to record the following program(s) within the parameters of the policy set forth by the district and by law. I am aware of said policy, have reviewed district policy and administrative procedures and agree to accept responsibility for the use and erasure of this material to prevent any infringement of copyright law in lieu of expressed written approval of the copyright proprietor. This recording will be used to support curriculum in face-to-face instruction.

Title of Program to Be Copied: _____

Date of Program: _____ Date Program Is Needed: _____

Station/Channel: _____ Time of Program: _____ Length of Program: _____

Special Instructions: _____

Requestor's Name: _____

Location: _____

Signature: _____ Department: _____

Recording Status

Permission Denied (Program May Not Be Recorded) Date: _____

Permission Granted (Program May Be Recorded) Date: _____

Conditions (if any): _____

Date Recorded: _____ Fee (if any) paid: _____

FILE: EGAAA-AF2
Critical

Available format: DVD VHS Other _____

Allowed Use:

- Unlimited use for educational purposes.
- Show within three (3) years.
- Show within one (1) year.
- Show during same academic year as recorded.
- Show during same semester as recorded.
- Fair Use -- show within ten (10) school days; recording may be held for reference for 45 days.
- Show within one (1) month.
- Show within seven (7) days.

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Note: *The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented: 11/20/2000

Last Revised: 11/17/2003

Clinton School District #124, Clinton, Missouri