

As of: February 15, 2002:

Analog copying or digital capture and delivery of existing works:

Videotapes and DVDs:

- ?? Only original videotapes or DVDs purchased by the University will remain in our permanent collection.
- ?? World video format (PAL or SECAM) transfers to US format (NTSC): We encourage display of VHS tapes in the original formats, because analogue copies of VHS tapes suffer significant picture degradation, This is not always possible.
 - o If the University (the MMLC or the requesting department) owns the tape: We will transfer PAL or SECAM formatted video tapes to the NTSC US standard for in class use. We will make one additional copy the instructor's use for class preparation. We will not make further copies.
 - o If the tape is rented or borrowed the copies must be erased at the end of the quarter.
- ?? Digital capture of media or selected portions of the media: The MMLC will at evaluate each request for digital capture of individually. Taking into account the length of the section, the desired method of user access (Blackboard, or our servers), resources avail (time and personnel).
- ?? Copy of NTSC video: We will make one additional copy the instructor's use for class preparation. It should be erased at the end of the quarter. We will not make further copies.

Audio tapes, and CDs:

- ?? Copyright permission letters must be presented at the time of request.
- ?? Only tapes for support of class instruction will be copied.
- ?? Audiotape copies will remain property of the MMLC in most cases.
- ?? We will keep the original master tapes and permission letters on file to meet future enrollment needs and maintain the correct number of tapes in circulation.
 - ?? Digital capture and processing for delivery by web may require longer lead times than you might think. It is important to talk with the MMLC.