

## NOTICES

Text of warning notice to be posted on or near copiers. It is recommended that type be at least 18 points in size:

NOTICE:

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17 U.S. CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

Text of warning notice to be displayed at places where orders for copies of materials are accepted by libraries/media centers or archives. Type must be at least 18 points in size; the notice printed on heavy paper or other durable material and displayed prominently within the immediate vicinity of the place where orders are accepted.

The warning is also required on any form that is used to request copying service. There are no specific requirements for type size on request forms.

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIC CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

Text of warning notice to be affixed to video recorders and computers. (There is no specific requirement for type size.):

NOTICE:

MANY VIDEOTAPED MATERIALS AND COMPUTER PROGRAMS ARE PROTECTED BY COPYRIGHT (TITLE 17 U.S. CODE). UNAUTHORIZED COPYING MAY BE PROHIBITED BY LAW.

Text of warning notice to be affixed to package containing the copy of a computer program subject to loan. The notice must be printed in such a manner as to be clearly legible, prominently displayed and durably attached to the copies or to a box, reel, cartridge, cassette or other container used as a permanent receptacle for the copy of the computer program:

WARNING: THIS COMPUTER PROGRAM IS PROTECTED UNDER THE COPYRIGHT LAW. MAKING A COPY OF THIS PROGRAM WITHOUT PERMISSION OF THE COPYRIGHT OWNER IS PROHIBITED. ANYONE COPYING THIS PROGRAM WITHOUT PERMISSION OF THE COPYRIGHT OWNER MAY BE SUBJECT TO PAYMENT OF \$150,000 OR MORE IN DAMAGES AND, IN SOME CASES, IMPRISONMENT FOR ONE YEAR OR MORE.

# REQUEST FOR OFF-AIR VIDEO TAPING

I, the undersigned, having requested the (District) to videotape the following program(s) within the parameters of the policy set forth by the board, (Date), am aware of said policy, have reviewed district policy and administrative regulations 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.

Title of Program to be Copied: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Date Program is Needed: \_\_\_\_\_

Time of Program: \_\_\_\_\_ Station or Channel: \_\_\_\_\_

Length of Program: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Location: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Department: \_\_\_\_\_

## PREVIEW AND EVALUATION

\_\_\_\_ Yes \_\_\_\_ No Do you want the videotape of this program retained until information regarding the sale, lease, free loan or rental of this material is obtained?

INSTRUCTIONAL QUALITY (circle the appropriate number on the rating scale below)

Criteria	Suggested Guidelines for Rating Scale	5	4	3	2	1	0
Instructional Design	Well-organized, content-load appropriate, maturity level consistent with the content.	5	4	3	2	1	0
Content	Accurate, authentic, current, thorough, relevant.	5	4	3	2	1	0
Curriculum Match	Supports what is commonly taught in this subject at this grade level.	5	4	3	2	1	0
Interest	Supports or enhances communication of content.	5	4	3	2	1	0
5=Exemplary 4=Desirable (very good) 3=Desirable (good) 2=Fair 1=Poor 0=Unacceptable							
OVERALL (AVERAGE) RATING OF QUALITY:							

☐ Yes (High Priority) ☐ Yes (Low Priority) ☐ No Do you recommend acquisition of this program?

## SENSITIVE CONTENT

☐ Yes ☐ No Is nudity, excessive violence, glamorization of drugs/dangerous substances, profanity and/or a sexual nature present in this program? **IF YES**, please verify by circling the topics present.

## ADDITIONAL INFORMATION

Subject Area(s) \_\_\_\_\_ Grade Level \_\_\_\_\_ Ability Level \_\_\_\_\_

\_\_\_\_ Yes \_\_\_\_ No Previewed?

\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Uncertain Do presently owned materials adequately cover the subject area?

OVERALL EVALUATION (SUMMARY, USE, ETC.) **AND/OR** REASONS FOR REQUESTING RETENTION OF THIS TAPE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VIDEOTAPE STATUS - OFFICE USE ONLY

Date: \_\_\_\_\_

\_\_\_\_ AVAILABLE: Format: ☐ 16mm ☐ 3/4" ☐ 1/2" ☐ VHS ☐ Other (Specify) \_\_\_\_\_  
Price: \_\_\_\_\_

\_\_\_\_ May be retained indefinitely

\_\_\_\_ May be kept on an indefinite basis pending updated information on the program's future availability

\_\_\_\_ May be kept permanently on a licensed basis \_\_\_\_ Must be erased immediately

**SAMPLE LETTER:  
REQUEST FOR PERMISSION TO COPY**

**Author, Publisher or Distributor  
Permission Department**

**Date:** \_\_\_\_\_

I am requesting permission to copy and use:

Title: \_\_\_\_\_

Author/Editor: \_\_\_\_\_

Year published: \_\_\_\_\_ Number of copies: \_\_\_\_\_

Will copies be sold? (Circle) **YES NO**

Description of materials to be copied (Photocopy enclosed): \_\_\_\_\_

Intended use of materials: \_\_\_\_\_

Type of reproduction: \_\_\_\_\_

A self-addressed, stamped envelope is enclosed for your convenience in replying to this request. Should you be unable to authorize this request, please forward this letter to the proper person/agency.

Sincerely,

Permission granted: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions (if any): \_\_\_\_\_

**SAMPLE PRODUCER INQUIRY LETTER: REQUEST FOR INFORMATION OF AGENCY HOLDING RIGHTS TO A TV BROADCAST  
AND PERMISSION TO RETAIN PROGRAM IF IT IS NOT FOR SALE, RENT OR LEASE.**

**Network Address (ABC, NBC, CBS - not affiliate)  
Permission Department**

**Date:** \_\_\_\_\_

I am requesting information on the availability and retention of the following program:

Title: \_\_\_\_\_

Air date: \_\_\_\_\_

Can a copy of this program be retained for classroom use? (Circle) **YES NO**

Is this program available for sale? (Circle) **YES NO**

If Yes, specify agency distributing this program: \_\_\_\_\_

Specify format: \_\_\_\_\_ Cost (if known): \_\_\_\_\_

Enclosed is a self-addressed, stamped envelope for your convenience in replying to this request. Should you be unable to authorize this request, or provide the above information, please forward this letter to the proper person/agency.

Sincerely,

Permission to retain off-air copy on a free basis: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions (if any): \_\_\_\_\_