# Language Media Center
## Instructor Request for Service

**Instructor:** ____________________________
**Date:** ____________________________

**Email address:** ____________________________
**Phone number:** ____________________________

**Department:** ____________________________
**Name of course or project:** ____________________________

### Type of request (please check/specify)

<table>
<thead>
<tr>
<th>Type</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplication</td>
<td>Audio tape, Video tape, CD/DVD</td>
<td>Describe the original material you will be supplying:</td>
</tr>
<tr>
<td>Digitization</td>
<td>Audio tape, Video tape</td>
<td></td>
</tr>
<tr>
<td>Conversion</td>
<td>Video tape</td>
<td></td>
</tr>
</tbody>
</table>

*IMPORTANT: If your request involves the duplication or digitization of copyrighted materials, please make sure that you have a proper type of permission from the publisher. Please attach written evidence of the permission. We will not violate copyright laws.*

### Retrieve media from device (ex. Flip camera)

<table>
<thead>
<tr>
<th>Name and number of device:</th>
<th>Which media format?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Audio CD*</td>
</tr>
<tr>
<td></td>
<td>- Data CD/DVD*</td>
</tr>
<tr>
<td></td>
<td>- USB drive**</td>
</tr>
</tbody>
</table>

* Data CDs and DVDs can only be accessed through computers and some newer CD players. Audio CDs can be played through any CD players and computers, but be advised that the original file names set by your students will be lost when transferred to audio CDs.

**Please return the USB drive to LMC after copying the files over to your personal computer.**

### Software installation on lab machines

<table>
<thead>
<tr>
<th>Location</th>
<th>Software title: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC lab</td>
<td></td>
</tr>
<tr>
<td>Mac lab</td>
<td></td>
</tr>
</tbody>
</table>

**How will we obtain the software?**

- [ ] I will provide a copy
- [ ] It can be downloaded at [http://](http://)

*Allow one month for software installation request. Also note that the software must have a proper type of software license.*

If you are requesting to have CD/DVD(s) made, how many copies do you need? ____

When do you need these materials/installation? ____________________________

When materials are ready:

- [ ] I will pick them up.
- [ ] Please deliver* to my office in ____________________________

*Note: Allow 48 hours for delivery after completion of project.

- [ ] Students will pick up their copies. ($1.00 per CD or tape.)

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### For Staff Use Only

**Date started:** ____________________________

**Staff member:** ____________________________

**Date completed:** ____________________________

**Comments:** ____________________________

**Received by:** ____________________________

(Signature) (Date)