

Audio-Visual Digitization Request Form

Information Technology Services offers digitization services to support the streaming of audio-visual content for **teaching and learning**. Our team can digitize content from CD, VHS, DVD and Blu-ray media and make it available via Panopto (our streaming service) to students in your course through links in Canvas.

Not all digitization of content is legal, and copyright considerations for digitizing media can be confusing. We work closely with the Clark University Goddard Library staff to ensure we're following proper guidelines, including determining whether we have an existing digital license, or can acquire one, for your request. Please note that we may need to deny requests that do not meet university policy regarding US Copyright Law. For more information, see [Clark University's Copyright Policy](#).

Please allow 5 business days to fulfill your request and up to 7 days at the beginning of each semester. We will notify you by email when the digitization is complete.

Please complete a form for each piece of media supplied.

Faculty Name:
Email:
Course Title: _____ Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year: _____ If there is no associated course with this request, please explain your intended use in detail in the "purpose of request" portion of this form.
Course Short Name (from Canvas) if known:
Title of Video:
Purpose of Request/How will digitized video be used in your course(s): Example: "This video will be used as the basis for a class discussion on the intersections between the reading and example from film" or "Viewing these video clips is part of an assignment for the course that asks students to compare/contrast inclusivity in contemporary films featuring teens."
Request Details: Please indicate timecodes, clip length, language options, required subtitles (when available) and any other specific requests.
3rd Party Return Authorization (Optional, Leave Blank if None): If you intend to have a 3rd party (TA, GA, Student, etc.) retrieve the media (DVD, Blu-Ray, etc.) from Academic Technology, please print their name below. We can only release media to you, or to your authorized agent. Your authorized agent may be asked to present a Clark University ID.

Signature:

Date:

Office Use Only:	
<input type="checkbox"/> Fair use approved (Staff Member check + initial).	<input checked="" type="checkbox"/> Digitization Request form uploaded to SharePoint and labeled using a FACULTYNAME_COURSENAME_DATE convention.
<input type="checkbox"/> DVD ripped and given appropriate name	Completion email date & initials:
<input type="checkbox"/> Verified media processed correctly.	Media returned date & initials
<input type="checkbox"/> Media file uploaded to Panopto block in Canvas.	Panopto folder (if non-standard):
<input type="checkbox"/> Course name removed from upload.	Media returned to (note ID if 3rd Party):
<input type="checkbox"/> Media link provided or video embedded in the appropriate place.	