

# Video Digitization Form



**UNIVERSITY OF MARYLAND**  
**SCHOOL OF PHARMACY**

To have material from a DVD or video tape converted to a digital format suitable for use in PowerPoint or Blackboard, please complete this form. Please submit completed forms in-person at room 133 of the Pharmacy Learning Center with your original material.

**!** If you did not create the video being digitized, you must either have permission from the copyright holder of the material you would like to digitize, or your use of this material must fall under the terms of fair use. If you're not sure what constitutes fair use, consult our *Copyright, Fair Use, and Common Sense* pamphlet available at <http://www.pharmacy.umaryland.edu/compservices/policies/copyright.pdf>.

**Your name**

\_\_\_\_\_

**Your e-mail address**

\_\_\_\_\_

**Title of material to be digitized**

\_\_\_\_\_

**Company/organization that produced this material**

\_\_\_\_\_

**Purpose of request**

Class lecture

Conference or event

Other: \_\_\_\_\_

**Requested completion date**

\_\_\_\_\_

**Class lecture or event date**

\_\_\_\_\_

**These clips will be used**

in PowerPoint

as stand-alone video

Other: \_\_\_\_\_

**Please check one of the following**

I created this video myself.

I have permission to use this video from the copyright holder.  
*(Please attach a copy of the message or e-mail granting you permission.)*

I am using this video under the terms of fair use.

This video is in the public domain.

## Clips to digitize

*(For video tapes, please list by time code with brief description. For example: "5:32 to 6:02 — closeup of bacteria only" or "10:31 to 15:32 — beginning of Dr. Green's speech to when she says 'Other symptoms vary.'" If you are using a video tape, be sure to reset the counter to 0:00 at the beginning of the tape before recording time codes. For DVDs, please indicate the chapter number. If your player doesn't show chapter numbers, include directions on how to navigate the disc's menus to reach the clip.)*

\_\_\_\_\_  
**Your signature**

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

The video you submit will be digitized to a format playable with most programs on both Windows and Macintosh systems, including PowerPoint, Windows Media Player, and QuickTime Player. If you have special formatting needs, please note them with this form. Your originals will be returned with two CD-ROMs of the digitized content. Large quantities of the CD-ROM can be produced in conjunction with the campus Software Licensing Office.

If you have any questions about this form or the digitizing process, please contact Computer and Network Services at [help@rx.umaryland.edu](mailto:help@rx.umaryland.edu), or call 410.706.4488.