



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

Make it real.

WORLD STUDIES MEDIA CENTER

Name: _____

Phone: _____ Email: _____

Date Request Was Submitted: _____ Date Needed By: _____

Media Title: _____

Media to be streamed:

VHS

Media Destination: **W:/Students/0Teachers/** _____

Whole Film Streamed? Yes / No

Film Clips Streamed?

• Clip Start Time: _____ Clip End Time: _____

DVD

Media Destination: **W:/Students/0Teachers/** _____

Subtitles? Yes / No

Whole Film Streamed? Yes / No

Film Clips Streamed?

• Clip Start Time: _____ Clip End Time: _____

Media to be duplicated:

DVD

Number of copies required: _____

Is this media copy-protected? * Yes / No

Media to be transferred / converted/ digitized:

VHS to DVD

MiniDV to DVD

MiniDV to CD

MiniDV to Computer Hard Drive:

Media Destination: **W:/Students/0Teachers/** _____

Audio Cassette to MP3 File

Media Destination: **W:/Student/0Teachers/** _____

Audio Cassette to Audio CD:

Number of Copies: _____

Other/specify _____

Number of Copies: _____

Notified of Completion By: _____ Date: _____

Received by: _____

All media production requests will be processed in a timely manner. We want you to be satisfied with your project. If you have any questions or comments please call 804-828-2320.