

AVS Requested: Dub: Uploaded:

ELS Rec'd from UC:..... Sent to AVS: Rtn'd from AVS:.....

REQUEST TO UPLOAD AN AV ITEM TO LECTOPIA

NB please allow at least two weeks to upload item

details below to be filled in by the Unit Coordinator please deliver the form (and the recording where appropriate) to the Enquiry & Loans desk at your Campus Library	
Source of recording: TVNews <input type="checkbox"/> URL of TVNews item : Source of recording: DVD/VHS/CD <input type="checkbox"/> Title: All recordings Length (in minutes): Date & Time of corresponding lecture: NB: If the date & time corresponds with an existing scheduled lecture a separate entry will be made for the video upload. If you do not wish the corresponding live lecture be recorded please change the status of the lecture to 'cancelled' or 'skipped' via the Lectopia staff tool.	Unit Coordinator's name: Unit Name: Unit Code/School:/..... Is this recording a Library copy? Yes <input type="checkbox"/> No <input type="checkbox"/> Unit Coordinator's signature: Date:..... Email:
NB if the item is a Screenrights recording or uploaded from TVNews please remember to complete the Copyright Management section in Lectopia's staff tool	

details below to be filled in by the Library	
Is this item catalogued as Green Label? Yes <input type="checkbox"/> No <input type="checkbox"/> Is this is a Screenrights/VA recording? Yes <input type="checkbox"/> No <input type="checkbox"/> Is this item Murdoch University ©? Yes <input type="checkbox"/> No <input type="checkbox"/> <hr/> <i>Requests to use any other AV recording (i.e. it is neither a Green Label nor a Screenrights item) should be sent to the Copyright Coordinator</i> <hr/> Is this a personal copy? Yes <input type="checkbox"/> No <input type="checkbox"/> Return to:.....	If item is GreenLabel/Screenrights/Murdoch Uni © sign and send form and item – marked 'Upload to Lectopia' – to AVS Send a copy of the form to the Copyright Coordinator and retain one for ELS file Signature of library officer: Name of library officer: Date:

details below to be filled in by the Copyright Coordinator for use when an AV recording is not a Green Label or Screenrights item or Murdoch University ©	
Item can be uploaded to Lectopia Yes <input type="checkbox"/> Duration of permission / other info re licensing etc. :	Signature: Date: