Request for Video Duplication of School Copies

Videos that are labeled as "Video-With Dup Rights" are available for school copies. This means that ESU 5 can make a copy for you to retain at your school. The license agreement that allows duplication of videos specifies that ESU 5 make those copies. We can put only one title per tape, unless you are requesting a series of titles. Titles that are part of a series can be stacked on one tape (max. 6 titles per tape).

To order a school copy you can either send video tape(s) to ESU 5 or we can bill your school for the video tape(s). All school video orders must include a signed copy of the "Request for Video Duplication/School Copies Form."

*** Please note! This form is for ordering school copies only. All videos are available through the check out process.**

Requests for check out videos may be placed via telephone, email, mail or FAX.

Teacher: _____

School: _____ Phone:_____

Media ID#	Title

Please check one below:

School will supply video(s): _____
*Please supply video(s) with case(s): _____
*Please supply video(s) without case(s): _____

***Your school will be billed for the cost.**

Please check one below:

Duplicate titles - Singles (one on a tape) : _____
Duplicate titles - Stacked (two or more on a tape): _____

I agree that the videos which are being ordered will remain at the K-12 school indicated above and will be used for educational purposes.

_____ _____

Teacher's Signature **Date**