

TO: Boulder Campus Arts and Sciences Faculty  
FROM: ASSETT  
SENDER: Laura Konyha, Program Assistant  
DATE: July 13, 2009  
SUBJECT: Funding to Digitize Course Materials

If you have course materials in VHS format, ASSETT and the Libraries would like to help you convert those to a digital format. ASSETT will provide any A&S faculty member a one-time credit of up to \$30 toward the cost of digitizing course materials through Media Services at Norlin Library. (This will convert approximately 3 hours of VHS to DVD).

To begin the process, simply review the instructions at <http://ucblibraries.colorado.edu/systems/mediaservices> and complete the order form (including your signature and Department) at <http://ucblibraries.colorado.edu/systems/mediaservices/MediaServicesOrderForm.pdf>

When submitting your order at Norlin library, write "ASSETT" at the top of the form. When you pick up your completed order, submit payment for any expenses over \$30, using a speedtype, IN #, ACard, personal credit card, or personal check.

For more information about ASSETT - Arts & Sciences Support of Education Through Technology - visit <http://asett.colorado.edu>. If you have questions about the program, please contact Laura Konyha at 5-3813 or [Laura.Konyha@colorado.edu](mailto:Laura.Konyha@colorado.edu).