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University of Colorado Libraries at Boulder Media Duplication & Reformatting Request Form

Name:	Email:	Phone:				
Check One:	UCB Faculty [<input type="checkbox"/>]	UCB TA/GPTI [<input type="checkbox"/>]	UCB Student [<input type="checkbox"/>]	UCB Staff [<input type="checkbox"/>]	Public Patron [<input type="checkbox"/>]	Other (describe):

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Signature _____ CU Dept. _____ Date _____

PRICE LIST

Prices include blank discs, color disc printing, and slimline cases.
Make your order selections on the reverse side (complete steps 1-6).

Minutes >>	1-30	31-60	61-90	91-120	120+
Video Capture & File Conversion	12.00	15.00	18.00	21.00	\$3 per 30 min.
Audio Import & File Conversion	12.00	15.00	18.00	21.00	\$3 per 30 min.
Videotape to DVD Conversion	10.00	13.00	16.00	19.00	\$3 per 30 min.
Foreign Region Video Conversion	12.00	16.00	20.00	24.00	\$4 per 30 min.
Video Clip Editing	\$10.00 per 30 min. of content + \$1.00 per edited clip				
Custom DVD Menu (optional for DVD orders)	Add \$1.00 for each created chapter, title, or clip break				
Disc Copy (1 only) Audio and Video See below for multiple copy rates	5.00	5.50	6.00	6.50	7.00
Audiotape to CD & Vinyl Disc to CD Conversion	10.00	13.00	17.00	20.00	N/A
Audio CD Compilation - "Mix"	12.00	16.00	20.00 (80 min. max)	N/A	N/A

Multiple Copies/Bulk Duplication Rates – Prices include discs and slimline cases. Disc printing is optional.

Quantity		1-9	10-24	25-49	50-99	100-199	200-499	500+
CD	No printing	3.00	2.50	2.25	2.00	1.75	1.50	1.25
CD	Color Printing	3.50	3.00	2.75	2.50	2.25	2.00	1.75
DVD	No printing	5.00	3.50	3.25	3.00	2.75	2.50	2.25
DVD	Color Printing	5.50	4.00	3.75	3.50	3.25	3.00	2.75

Supported Video Formats: DVD, VHS, Laserdisc, Betacam SP, Betamax, ¾" U-Matic, Hi8 (analog), Flash Memory Cards; **File Formats:** DV, Flash, AVI, WMV, MOV, MPEG 1/2/4
Supported Audio Formats: CD, Standard Audiocassette, Reel-to-Reel, Vinyl Disc, Flash Memory Cards; **File Formats:** WAV, AIFF, AAC, MP3, M4V, WMA, ASF
Supported Data & Image Formats: Flash Memory Cards and drives (USB, CF, SD, etc.), CD, DVD, Blu-ray Disc (BRD); **File Formats:** JPEG, TIFF, PDF, etc.

REQUIRED: Please complete steps 1-6

1. List the title information, format of your master, and number of copies desired. Attach an additional sheet if needed.			2. List audio track numbers or video clip times if applicable:	
Title Info Please enter information exactly as you wish it to appear on the printed disc	Format of Master DVD, CD, VHS, Mini DV, Cassette, etc.	Number of copies (enter copy format in steps 4-5 below)	Start Time of Clip (hr : min : sec)	End Time of Clip (hr : min : sec)

3. Media Duplication and Reformatting Options

Place a checkmark next to the duplication or reformatting option that best describes your request. Check all that apply. Corresponding prices are listed on the front side. **Contact us if you have questions: 303-735-2681; med@colorado.edu**

Video Capture and File Conversion

Convert and encode any supported video format (tape, disc, or file) to a digital file format for use in presentations, editing applications, publishing on the Internet, download to mobile devices (iPhone, Blackberry, iPod), etc. Common file formats are Flash (FLV, SWF), MP4, QuickTime (.MOV), and AVI (see complete list of supported formats at bottom of front page).

Audio Import and File Conversion

Convert and encode any supported audio format (tape, disc, or file) to a digital file format for use in presentations, editing applications, publishing on the Internet, download to mobile devices (iPhone, Blackberry, iPod), etc. Common file formats are AAC, MP3, AIFF, and WAV (see complete list of supported formats). Files to be converted can be submitted to us on CD or DVD, USB flash drive or other flash media (Compact Flash, SD Card, etc.). When the file conversion is complete, we can save it back to your flash drive or to a CD or DVD.

Videotape to DVD Conversion

Convert any supported videotape format (listed at bottom on front page) to DVD. This is a real-time, analog-to-digital recording process. The tape is converted as one continuous program, and no menu-accessible chapter or program breaks are inserted on the DVD. If you wish to create a DVD navigation menu, also select the Custom DVD Menu option below (additional Menu pricing will apply).

Custom DVD Menu

Include a customized DVD navigation menu that displays each chapter, clip, or program break that you wish to create. The DVD menu is accessible from your remote control or media player. You must first preview the video tape or DVD to identify the precise start and end times for each break and list them in the space provide at the top of this page (attach an additional sheet if necessary).

Foreign Region Video Conversion (PAL/SECAM to NTSC)

Convert a foreign region VHS tape or DVD to a format (DVD or VHS) that can be played on equipment in North and South America (NTSC). Or, vice versa, convert an American DVD or VHS tape to a foreign region format (PAL/SECAM). Due to the difference between formats, the original disc menu usually cannot be retained during conversion. If you wish to create a DVD navigation menu, also select the Custom DVD Menu option.

Video Clip Editing

Create a DVD or videotape containing multiple video clips or programs. Clips can be compiled and edited from tapes, discs, or video source files. A DVD menu can be created for navigation between clips. If you wish to create a DVD navigation menu, also select the Custom DVD Menu option.

Disc Copy (Audio, Video, Images, Data) – 1 copy only

Duplicate a **single copy only** of a CD or DVD. Direct disc-to-disc duplication may not be possible for some types of audio and video discs. In this case, real-time transfer will be required and normal audio or video conversion pricing will apply. See Multiple Copies option below.

Audiotape and Vinyl Disc to CD Conversion

Convert an audiocassette, reel tape, vinyl disc, or video soundtrack to CD. See "Audio Compilation" for creating an audio mix.

Audio CD Compilation

Create a "mix" combining multiple audio tracks or songs on a CD. The mix can be compiled from audiocassette, reel tape, vinyl disc, or other audio sources.

Multiple Copies and Bulk Duplication. Color Printing or No Printing (check one): Color No Printing

Reproduce multiple copies of any supported video, audio, or data format—in small or large quantities—to CD or DVD. You provide the master, or we can create the master for you using one of the above methods. See chart on front for Bulk Duplication Rates.

4. Choose your copy media: DVD CD Copy to my flash drive (USB, SD, CF) _____ Other _____

5. If converting to a file format, which format? (See list of supported formats at bottom of front page) _____

6. Please provide any additional information/instructions here that will help us accurately process your order: