

Suffolk University Media Services
Off-Air Videotape Duplication Policy

Pursuant to the U.S. Copyright Act

Prior to off air recording this form must be read and signed.

1. The recording may be made either: a) On Suffolk University premises by or under the direct supervision of a member of staff; b) By a teacher employed by Suffolk University at his or her home.
2. All recordings or copies made must be marked with the date and title of the recording and must contain a clear and bold statement that "This is to be used only for educational purposes."
3. Recordings and copies may be made only for the educational purposes of the University.
4. Off-air recordings may be used only once by individual teachers, and only repeated once when instructional reinforcement is necessary.
5. Off-air recordings may be retained for a period not to exceed forty-five (45) days.
6. Program may only be used during the first ten (10) consecutive days in the forty-five (45) calendar day retention period.
7. After the first ten (10) consecutive school-days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes. Tapes may not be used for student exhibition.
8. Original and copies are to be returned to media services at the conclusion of forty-five calendar days.

Title of Program: _____

Channel: _____ **Time:** _____

Date of Broadcast: _____

Return to Media Services: _____

(Copy date plus 45 days)

I agree to be bound by the above terms and will return to Media Services any and all copies of the off-air broadcast.

Signed: _____ Department: _____

Date: _____ Phone: _____