

**REPRODUCTION OF COPYRIGHTED MATERIALS**  
***(Request for Off-Air Video Recording)***

Request Number: \_\_\_\_\_  
*(For office use only)*

Submit \_\_\_\_\_ days prior to the requested taping date.

I, the undersigned, have requested the Boonville R-I School District to record the following program(s) within the parameters of the policy set forth by the district and by law. I am aware of said policy, have reviewed district policy and administrative procedures and agree to accept responsibility for the use and erasure of this material to prevent any infringement of copyright law in lieu of expressed written approval of the copyright proprietor. This recording will be used to support curriculum in face-to-face instruction.

Title of Program to Be Copied: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Date Program Is Needed: \_\_\_\_\_

Station/Channel: \_\_\_\_\_ Time of Program: \_\_\_\_\_ Length of Program: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Location: \_\_\_\_\_

Signature: \_\_\_\_\_ Department: \_\_\_\_\_

**Recording Status**

Permission Denied (Program May Not Be Recorded) Date: \_\_\_\_\_

Permission Granted (Program May Be Recorded) Date: \_\_\_\_\_

Conditions (if any): \_\_\_\_\_

Date Recorded: \_\_\_\_\_ Fee (if any) paid: \_\_\_\_\_

FILE: EGAAA-AF2

Critical

Available format:  DVD  VHS  Other\_\_\_\_\_

Allowed Use:

- Unlimited use for educational purposes.
- Show within three (3) years.
- Show within one (1) year.
- Show during same academic year as recorded.
- Show during same semester as recorded.
- Fair Use -- show within ten (10) school days; recording may be held for reference for 45 days.
- Show within one (1) month.
- Show within seven (7) days.

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***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: January 16, 2008

Revised:

Boonville R-I School District, Boonville, Missouri