Please duplicate this form as needed.

Media Duplication Request Form

These are the types of video material that can be duplicated at the Video Access Section:

1. Original school production for which all clearances have been obtained (forms available from our office)
2. Current Teleschool programs cablecast on DOE's cable channel

**Note: Teleschool will only duplicate copyright free DVDs and CDs intended for school purposes. DVDs & CDs will only be duplicated from a master copy. Teleschool will not author the DVD.

Please calculate the number of tapes you will need (VHS: maximum 2 hours per tape; CD/DVD: Contact the Teleschool Branch at (808) 837-8004 for the appropriate number of CDs/DVDs to provide). Bring or mail this completed form and sufficient VHS/CDs/DVDs to our office:

Teleschool Branch
Video Access Section
1122 Mapunapuna Street, Suite 201
Honolulu, Hawaii 96819
Phone: 837-8004/Fax: 837-8010

Please print or type

Date: _____ School phone number: _____

Requester Name _____

School or Office:_____

School/Office Address _____

_____

Format (Check one)	Title of Program	Number of Copies	Delivery or Pick - up
[ ] VHS [ ] CD [ ] DVD			
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