

Digitization Policies

Copyright

- We will copy only **small portions of copyrighted works** for educational use only. To use more of a material than we can provide, you can either check with Nonprint Media Services Library (x59236, nonprint@umd.edu, <http://www.lib.umd.edu/nonprint/>) to see if they can make the material available to your students on reserve, or you should request copyright permission from the publisher.

Time frame:

- Due to the time-consuming nature of digitization, we request that you allow **up to two weeks** for your materials to be completed, depending on the scale of the project. Shorter projects will be finished sooner than larger ones.

Delivery:

- Your final product will be delivered on a DVD, or if the file is small enough, we may be able to deliver to your dropbox on the server. You can choose whether you want a DVD that is compatible with most commercial DVD players, or a .mov or .mp3 file that can be uploaded to a website or ELMS.

DVD Menus:

- In order to create a DVD menu, you must specify where you want chapters to begin and end by giving both **time and description** from the source material (e.g. Chapter 1, a monologue by Hamlet, beginning from 12'05 and ending at 15'03 on VHS tape)

I have read and understand the digitization policies.

Signature

Date