

## Media Duplication and Transfer Policies

Media Services can **duplicate media** (i.e. create copies) or **convert media between various video, computer, and audio formats** such as DVD, CD, cassette, VHS, mini-DV, MPEG-4, etc. within the constraints of the academic "fair use" provisions of US. Copyright Law.

Media Services **guidelines** for media format transfers (i.e. VHS-to-DVD, CD Audio to MP3 digital file, etc.) are based on the recommendations of the Midwest Collaborative for Library Services:

- Any media format that is not, legally speaking, obsolete yet (i.e. VHS, CD, etc.) is not covered by the academic "fair use" provision of US Copyright law.
- Ascertain if a DVD version of the original VHS title is available in the market for purchase (or, if an MP3 version of an original CD title is available in the market). If it is, then you should purchase it. Please note that the distributor/vendor should be contacted to double-check if a DVD version could be made available for purchase, even though their website might only offer the VHS version.
- If a VHS replacement copy or a DVD version cannot be obtained in the market (this can be a tall order) then a copy, including a digital copy can be made. But according to Copyright Clearance Center, this copy cannot be placed on a public network.
- The TEACH Act does allow for the performance of non-dramatic literary and musical works in distance education (e.g. via Blackboard), as well as the performance of reasonable portions of other types of work, e.g., dramatic works. This allowance includes digitization of analog material.