ITLAL MULTIMEDIA DIGITIZATION REQUEST FOR ENSEMBLE

Please read this before filling out this form.

Please allow ample time for requests to be processed. Because we are transitioning to a new platform, this process will take longer than Real server users have been accustomed to.

- All requests are handled in the order in which they are received. The entire process may take two to three weeks. It can take longer during peak times.
- If you would like to digitize your own materials, please reserve computer time and let us know if you need a consultant to work with you.
- If you digitize your own materials or have already digitized materials, .MP4 is the recommended format. Other compatible formats include .MPG, .MPEG2, .AVI and .WMV.

| NAME: | _ | DATE: | | |
|---|--------------|--------------------------------|--|--|
| EMAIL: | _ | DEPT: | | |
| COURSE: | | | | |
| FACULTY STATUS (please circle all that apply): FL | JLL TIME | PART | TIME | GRADUATE STUDENT |
| *Have you logged into Ensemble yet (circle one): | YES | NO | | |
| *NOTE: You (or ITLAL) will not be able to upload media to Ensemble until you log in and create an account. To create your account, log in at albany.edu/ensemble. | | | | |
| I understand I am responsible for making sure that the materials to be digitized comply with all fair use and copyright law, and I have taken measures to meet these guidelines or secure the appropriate written permission from the copyright holder. | | | | |
| x_ | | | | (please sign) |
| If the title already exists on Ensemble and we have p (circle one) YES NO I am dropping off media to be digitized and uploaded to Ensemble. Please allow two to three weeks for media to be digitized and uploaded to Ensemble. | ermission wo | I ha own n I ha own n | ve made an appoin nedia and will uploa ve made an appoin | otment to prepare my ad my files to Ensemble. otment to prepare my e ITLAL to help me learn how |
| Type of Media Please include Specific Instructions (include subtitles, exclude chapters, etc.): | | | | |
| # of DVD: # of BLU RAY: # of CD: # of VHS: # of other format: (specify format type): | | ITLAL USE ON Uploaded to B | I LY Digitized Ensemble by: | by:/date |