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): FULL 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 permission would you like us to send you a link? (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.

___ I have made an appointment to prepare my own media and upload my files to Ensemble.

___ I have made an appointment to prepare my own media and would like ITLAL to help me learn how to upload to Ensemble.

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 ONLY
Digitized by: _______/date _______
Uploaded to Ensemble by: _______/ date _______