

Dear Faculty Member,

The Office of Technology for Education (OTE) is offering assistance and funding to faculty who want to convert course materials from analog to digital format. Requests will be reviewed and decisions made based on the number of requests, cost of service, and available funding. Our current focus is to help faculty who have materials they would like to use in Fall 2009 while also collecting and considering media conversion requests for Spring 2010.

Based on discussions we have had with faculty so far, we anticipate the majority of materials to be converted are currently in VHS and 35mm slide formats, but other formats (vinyl records, etc.) will also be considered for conversion. Converting analog media to digital format both potentially preserves old, worn media and broadens possibilities for sharing your media with your students and faculty colleagues. In related work, OTE is exploring options for services that go beyond media conversion to media storage, access, and sharing solutions.

OTE understands that there are copyright issues to be considered and we are working with University Libraries, Media Technology Services, and university copyright experts to ensure that conversion of media for your intended use is legal and protected.

OTE is currently researching costs and service quality for both in-house and external media conversion solutions. Our aim is to find safe and reliable solutions that require minimal time and effort on the part of the faculty. We will do our best to meet the broadest range of needs, but we do not guarantee that we will be able to convert all media and we will not be performing enhancements or repairs to damaged media.

If you are interested in this service, please fill out the attached request for media conversion form.

Submit requests for materials to be used during:

- Fall 2009 by June 15, 2009
- Spring 2010 by August 1, 2009

Please submit your request to:

Office of Technology for Education
ote@andrew.cmu.edu (or) 103 Cyert Hall
Attn: Heather Marin.

Thank you,
Office of Technology for Education
Carnegie Mellon University

DEADLINES

Submit requests for materials to be used during
 Fall 2009 by **JUDQ 1-**, **2009**
 Spring 2010 by **9MP &1**, **2009**

Request for Assistance with
 Converting Media from Analog to Digital Format

Instructor Information			
NAME	<input type="text"/>	EMAIL	<input type="text"/>
DEPARTMENT	<input type="text"/>	PHONE	<input type="text"/>

Identifying Information about Media

VIDEO	TITLE	YEAR	ANALOG FORMAT <i>VHS, Film, Other</i>	APPROX. HOURS	ORIGIN OF MATERIAL <i>Purchased in this format. Recorded from television or radio. Original material I produced.</i>	SEMESTER WHEN NEEDED
1.						<input type="checkbox"/> F09 <input type="checkbox"/> S10
2.						<input type="checkbox"/> F09 <input type="checkbox"/> S10
3.						<input type="checkbox"/> F09 <input type="checkbox"/> S10

(List additional video requests on another form or sheet.)

AUDIO	TITLE	PERFORMER	YEAR	ANALOG FORMAT <i>Vinyl, Cassette, Other</i>	APPROX. HOURS	ORIGIN OF MATERIAL <i>Purchased in this format. Recorded from television or radio. Original material I produced.</i>	SEMESTER WHEN NEEDED
1.							<input type="checkbox"/> F09 <input type="checkbox"/> S10
2.							<input type="checkbox"/> F09 <input type="checkbox"/> S10
3.							<input type="checkbox"/> F09 <input type="checkbox"/> S10

(List additional audio requests on another form or sheet.)

IMAGE	TITLE	PHOTOGRAPHER	ANALOG FORMAT <i>35 mm Slides, Other</i>	ORIGIN OF MATERIAL <i>Purchased as part of a collection. Duplicated from colleague's collection. Original images I photographed.</i>	SEMESTER WHEN NEEDED
1.					<input type="checkbox"/> F09 <input type="checkbox"/> S10
2.					<input type="checkbox"/> F09 <input type="checkbox"/> S10
3.					<input type="checkbox"/> F09 <input type="checkbox"/> S10

(List additional image requests on another form or sheet.)

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Request for Assistance with
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Submit requests for materials to be used during
Fall 2009 by **JULY 15, 2009**
Spring 2010 by **AUG. 1, 2009**

Condition of Original Materials

Are there special considerations regarding the condition of your original materials? One-of-a-kind Worn/Delicate Other _____
 I understand that the conversion process will not enhance the quality of my original material.

Considerations for the Handling of Materials

Would you be willing to have your materials sent out-of-house for conversion? YES NO MAYBE
 I prefer to sit with the technician as my materials are being converted.

Additional Comments, Questions, Concerns

Large empty text area for additional comments, questions, and concerns.

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CarnegieMellon