**Patron Information**

Name: ___________________________ C#: ___________________________ Course & Department: ___________________________

Phone #: ___________________________ Email Address: ___________________________

Department & Course: ___________________________

**NOTE:** Patron must provide means of new digital media storage (CD, DVD, external portable memory drive, etc.) The Media Lab will not be responsible for damaged, altered or manipulated, cartridges, tapes, records, or any analog media wear and tear from inevitable natural causes or aging.

**PRICING:** Reformatting & Media Conversion - $9.00 per hour (Includes transfer and digitization of media, conversion to patron’s format of choice, mastering files to CD/DVD)

☐ Check here if this is a Richter Library Project

**Project Notes/Instructions**

Original Format: ___________________________ Quantity: ___________________________ Content: ___________________________

New Format: ___________________________ # of Copies: ___________________________

Special Instructions: ___________________________

The Media Lab reserves the right to reject a project if we feel it infringes its copyright.

**Est. Completion:** ___________________________  
**Est. work time:** ___________________________  
**Est. cost:** ___________________________

**Copyright Information**

Do you own the copyright to this content, or have permission to reproduce it?  
☐ Yes  ☐ No

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I, The undersigned, authorize the Digital Media Lab staff to view and capture my original media and convert it to the agreed digital format. I understand that all dates and prices are estimates and are subject to change. I understand that neither the University of Miami nor any of its staff will be held responsible if any of my originals become damaged in this process. I affirm that all information on this form is correct.

**Patron Sign:** ___________________________  
**Date:** ___________________________  
**Staff Initial:** ___________________________

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