

**MURFREESBORO CITY CABLE TELEVISION DEPARTMENT**

**DISC/TAPE DUPLICATION POLICY**

Unedited DVD disc, VHS videotape, and audio cassette tape copies of public meetings or programs recorded and/or produced by the City Cable Television Department are available at a cost of \$35.00 per disc/tape. With the exception of public meetings, all programs should be ordered within two weeks after the original program date. Duplication discs/tapes are two hours in length. Meetings or programs longer than two hours will require additional tape(s).

Disc/tape copies can be obtained by completing this DISC/TAPE COPY REQUEST FORM at the reception desk of City Hall located at 111 West Vine Street, Murfreesboro, TN 37130. Payment must be made by cash or check (payable to "City of Murfreesboro") when a Disc/Tape Copy Request Form is completed. Discs/tapes will not be mailed or delivered. Discs/tapes must be picked up at the reception/information desk of City Hall.

Disc/tape copies are made in order of request and as department production schedule permits. Please allow up to three weeks to be notified by phone of completed disc/tapes.

All of the video and audio contained on the disc/tape, with the exception of School performances/musicals, are protected by United States copyright law and may not be reproduced, distributed, transmitted, displayed, edited or broadcast without the prior written permission of the City of Murfreesboro, TN. For additional information contact the Cable Television Coordinator at (615) 848-3245.

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**DISC/TAPE COPY REQUEST FORM**

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

MEETING/PROGRAM TITLE: \_\_\_\_\_

MEETING/PROGRAM DATE: \_\_\_\_\_

DVD DISC, VHS TAPE, or AUDIO CASSETTE: \_\_\_\_\_

NUMBER OF COPIES REQUESTED: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

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Signature required below only if purchasing a School performance/musical.

This disc/videotape is being copied and sold by the City of Murfreesboro because of its duty to provide copies of its public records. The City does not represent that such copying or sale has been authorized by the publisher of the musical works whose performance is included in the videotape. Purchaser should obtain such synchronization rights from the publisher(s) and should not make any non-private or commercial use of this material.

SIGNATURE: \_\_\_\_\_