

Multimedia Services can duplicate for students only those programs for which the publisher allows free duplication or that are specifically prepared by instructors for this purpose. Check with Multimedia Services staff to verify that the programs for your text can be duplicated. If you prepare a practice program for your students, please be sure that it does not contain copyrighted materials.

1. We will duplicate only those programs for which the publisher gives written permission or that an instructor has prepared specifically for students.
2. We will complete duplication requests in the order submitted.
3. We do not do while-you-wait duplication. Tapes or discs must be left to be done in turn.
4. If a student needs special accommodations, please contact us 619-421-6700 x5299.

Audio Cassettes:

1. We will accept duplication requests from individual students or as class sets submitted by faculty members.
2. The students must provide audio cassettes that are:
 - a. High quality. TDK, Maxell, BASF, and Scotch are good brands.
 - b. Normal bias. Our equipment will not work with high bias tapes.
 - c. The same length as our masters. The attached list gives this information.
 - d. CHROMIUM OXIDE , C120 AND HIGH BIAS TAPES ARE NOT ACCEPTABLE.
(We reserve the right to refuse to duplicate cassettes we consider unacceptable.)
3. Completion time will be three days unless the request is for an unusually large number of tapes.

Video Cassettes

NOTE: We cannot duplicate video cassettes at high speed. Therefore, we can have a large backlog for video duplication especially at the beginning of a semester. Students must not expect a fast turn-around time.

1. For math programs, students must know the name AND author of their text. Some texts have the same or very similar titles.
2. Completion time will vary depending on the number and length of previous requests.
3. Video Cassettes should be of good quality (Sony, Maxell, TDK, etc.). They may be used cassettes; however, they should be clean and in good condition.

CD's & DVD's

NOTE: CD's and DVD's can usually be duplicated with a 24-hour turnaround.

1. CD's and DVD's should be of good quality (no scratches) and preferably a know brand (Memorex, Sony, TDK, etc.)
2. DVD's should be -R (minus R) instead of +R. The -R DVD's seem to copy better.

Below is a list of the programs that we can duplicate, with information about each set that you and your students can use when requesting duplication.

Paths in the Sky

Astronomy 100

Lloyd Johnson

1 DVD

Genki

Japanese 120 (Lessons 1 – 6, 2 lessons per CD)

Lessons for 130 are usually 6 -10; however, we cannot split a CD.

If they took 120 they will have lesson 6.

220 (ask the student what lessons they need)

Invitaciones

Video and CD

Spanish

Northstar: Focus on Listening and Speaking

ESL: 2 – 90 min.

Basic College Mathematics, 7th ed., Lial, et. al.

VC.MATH.170-179

Math 20, all sections: 3 VHS

Prealgebra: Mathematics for a Variable World, 3rd., Bach and Leitner.

VC.MATH.190-200

Math 35, lecture sections: 2 VHS

Beginning Algebra, 7th ed., Gustafson and Frisk

VC.MATH.333 - 339

Math 45, 2 VHS

Beginning Algebra, 3rd ed., Martin-Gay

(The 4th edition is upstairs in the Library, but we do not have permission to make copies)

VC.MATH.287A - 296B

MATH 45, self-paced class: 4 VHS

Intermediate Algebra, 2nd ed., Hubbard and Robinson

(The 3rd edition is upstairs in the Library, but we do not have permission to make copies)

VC.MATH.119A-130

Math 65, graphing calculator: 6 VHS

Intermediate Algebra, 4th ed., Martin-Gay

VC.MATH.315-332

Math 65, lecture sections, 3 VHS

College Algebra: Graphs and Models, 3rd ed., Bittinger, et. al.

VC.MATH.236-243B

Math 101, 4 VHS

Trigonometry, 7th ed. 2001, Lial, et. al

(The 8th edition is in the Library, but we do not have permission to make copies)

VC MATH 227-235

MATH 104: 3 VHS

College Algebra and Trigonometry, 5th ed., 2005, Aufman, et. al

VC.MATH.132-143B

MATH 244: 8 VHS

Text: Calculus with Analytic Geometry, 6th ed., Larson, et. al

(The 8th edition is upstairs in the Library, but we do not have permission to make copies. These tapes are not associated with the book)

Tape set: Topics in Calculus

VC.MATH.04 A&B

Math 250, 251, and 252: 1 VHS tape

Practical Business Math Procedures

VC.BUS.52-55

BUS 183: 2 VHS

Dance Concerts

One VHS or **DVD-R (not +R)** per concert.

Telemedia Student Projects

Students provide the masters and the copy DVD's.

Preferably, DVD-R