

# Oklahoma School Video Consortium

## Duplication Instructions and Suggestions

1. Copy the master video tape only once. If additional copies are needed, please make them from your original copy. Photocopy the guide as needed, but please return the guide to the cassette case for the next user.
2. Return the masters as quickly as possible. *Someone else really is waiting.* Under no circumstances hold the master tapes at your site more than five school days. Use the same box we sent the tapes in for their return.
3. We will send your next set of tapes to you as soon as we receive your return shipment. It is not necessary to send a request form unless you wish to add more titles to the previous list of those you want for duplication.
4. We will try to send ten (10) to twenty (20) VHS tapes at a time. Call us if you would like to establish other arrangements.
5. For best results, we recommend that you duplicate on name brand tapes at standard play (**SP**) and include only one title per cassette. If more than one title is put on each cassette, we suggest grouping series titles together.
6. If you have difficulty with one of the masters during duplication, please explain the problem in a note included with the return shipment.
7. Protect the masters from extremes of heat and cold and keep them dry and clean. Do not use a lint pad envelope for their return. Before returning the tapes, **please, be kind, rewind** and place them in their proper cases.
8. All copies of OSVC tapes must be identified as such and labels are available to be used to identify your copies.
9. We will send tapes, catalog changes and additions, etc. to only one contact person in each school. If you are not the proper contact, please let us know immediately.
10. The Oklahoma School Video Consortium is administered by:  
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