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ACTION REQUESTED

Office of Curriculum and Instructional Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

February 1, 2011

MEMORANDUM

To: All Principals

From: Erick J. Lang, Associate Superintendent *EL*

Subject: ACTION: Copyright Compliance and Videotape to Digital Video Disc Transfer

The purpose of this memorandum is to update you on the process of converting school library media video collections to digital video discs (DVD) and recommend steps for updating the videotape collections in your schools while remaining copyright compliant.

Background

In April 2009, the Department of Materials Management (DMM) offered a one-time conversion service to assist schools in the transfer of selected videotapes to DVD format (Attachment). This service has helped teachers provide videos critical to curriculum implementation in the newer format since videotape players are becoming obsolete. Principals also were advised to inform their school staff members to identify and purchase only DVD format following the Montgomery County Public Schools (MCPS) evaluation and selection procedures outlined in Regulation IIB-RA, *Evaluation and Selection of Textbooks and Instructional Materials*.

Summary

- More than 60 school library media specialists submitted videotape collections for conversion. DMM will discontinue the conversion process on Thursday, June 30, 2011. No additional requests will be accepted.
- If certain videotapes from the library media collections cannot be identified and purchased in DVD format, schools may purchase a converter to transfer the videotapes.
- The audiovisual equipment that is approved and available through the Financial Monitoring System is the DVD/VHS Recorder Progressive Scan DVD Recorder with VHS VCR, Panasonic DMR-EZ48VK.

- To remain compliant with copyright regulations, a videotape can be transferred to DVD only if it is part of the library media collection, and has been damaged or is deteriorating, and a reasonable effort has been made to obtain an unused DVD copy.

Action

- Share the information, as appropriate, with your library media specialist and teachers.

Questions

- Contact Dr. Gail C. Bailey, director, School Library Media Programs, at 240-453-2480 or via e-mail.

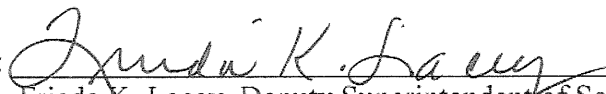
EJL:hkr

Attachment

Copy to:

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Approved:


Frieda K. Lacey, Deputy Superintendent of Schools