

City of Las Vegas
KCLV CHANNEL 2
 DUB REQUEST FORM - External



KCLV CHANNEL 2 VIDEO TAPE DUBBING POLICY
 APPROVED BY THE CITY COUNCIL MARCH 21, 2001

The purpose of this policy is to assure timely delivery of Video Services tape dubs and to reimburse Video Services for materials and research. There are two client classifications, general public and internal. Policies are the same for each classification, except where noted.

1. Tape requests will be submitted to Gail Seipel, Office of Communications.
2. Designee will submit a dub request form to the Playback Technician in Video Services and copy the Video Services Administrator.
3. VHS or DVD format dub charges per tape are:

0-30 minutes	\$ 25.00
31-60 minutes	\$ 50.00
61-90 minutes	\$ 75.00
91-120 minutes	\$100.00

The charges per tape for formats other than VHS are:

0-30 minutes	\$ 50.00
31-60 minutes	\$100.00
61-90 minutes	\$150.00
91-120 minutes	\$200.00
4. A tape exchange is available for television news media in lieu of dub charges. Television media must supply a blank tape of equal quality for each dub request.
5. Every effort will be made to provide a dub of KCLV programming. However, all programming is not permanently archived. The retention policy is as follows:
 - Completed KCLV programs and specials are permanently archived.
 - Public service announcements and news conferences are not archived and are purged after their run on KCLV.
 - Planning Commission meetings are archived for a period of six months from the meeting date.
 - City Council meetings are archived by the City Clerk and are available solely through the Clerk's office.
6. Tape requests by the general public will be paid for in advance. Payment will be submitted to the designee in the Office of Communications. Internal dubs will be charged to the department fund at the time the request is submitted. One courtesy dub at no charge will be available for review by internal customers for a period of three months. Internal customers are defined as city employees who took part in a KCLV production.
7. Any videos purchased with city funds are considered city property. This includes videos produced at KCLV or those ordered from outside the organization, such as from a monitoring service. Videos purchased with city funding may be checked out, but are to be returned to the video library in the Office of Communications within 30 days.

Videos may be purchased for individual or private use, but must be paid for with non city funding.

8. A maximum of five dubs may be requested at one time.
9. All tape requests will be filled within five working days. If unforeseen circumstances occur, the requestor will be notified if the request cannot be completed on time.

City of Las Vegas
KCLV CHANNEL 2
 DUB REQUEST FORM - External



Date	
Requestor	
Company Name	
Address	
Telephone	
E-mail Address	
Cellular/Pager	
Program Name *Specify item number for public meeting requests.	
Initial Air Date	
Number of Copies	
Tape Format VHS, Beta, DVC Pro	
Requested Delivery Date	

PLEASE ALLOW FIVE (5) BUSINESS DAYS FOR DUB REQUESTS

FOR OFFICE USE ONLY

Date Completed		
Staff Member		
Amount Due		
Picked up by		Date