

**TOWN OF SMYRNA CABLE TELEVISION DEPARTMENT
DISC/TAPE DUPLICATION POLICY**

DVD and VHS videotape copies of public meetings or programs recorded and/or produced by the Town of Smyrna's 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 315 South Lowry Street, Smyrna, TN 37167. Payment must be made by cash or check (payable to "Town of Smyrna") 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 Town 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 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 Town of Smyrna, TN. For additional information contact the Media Services Manager at (615) 355-5703.

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DISC/TAPE COPY REQUEST FORM

TODAY'S DATE: _____

NAME: _____

ADDRESS: _____

DAYTIME PHONE NUMBER: _____

MEETING/PROGRAM TITLE: _____

MEETING/PROGRAM DATE: _____

DVD or VHS _____

NUMBER OF COPIES REQUESTED: _____

AMOUNT PAID: _____

RECEIPT NUMBER: _____