

**SCHEDULE
(Subsection 6 (1))
OFF-AIR TAPING RECORD-KEEPING FORM**

Educational Institution identifier:
Name and address of institution:

Grant MacEwan
10700 - 104 Ave
Edmonton, Alberta
T5J 4S2

College Contact name:
Phone:
Facsimile:
E-mail:

Richard Day
780-497-5575
780-497-5577
dayr@macewan.ca

Details of program, work or subject-matter

Copy Identifier: _____

Program Title _____

Other Identifying Information _____

[e.g. episode title, subject, segment description, song title(s)]

Duration of segment copied _____

Broadcast Date _____

Broadcast Time _____

Broadcaster _____ *Name, network, call sign or other identifier*

Comments _____

Record of Public Performances

(List only performances for which royalties are payable)

Date Performed yy/mm/dd

Date Performed yy/mm/dd

Record of Destruction

I certify that the copy of the program above has been erased:

Name _____

Signature _____

Date _____

Date of destruction (yy/mm/dd) _____

For Grant MacEwan College: this program was taped by:

Name _____

Dept. _____

Phone _____

E-mail _____

YOUR DEPARTMENT OR PROGRAM WILL BE RESPONSIBLE FOR PAYMENT OF ANY ROYALTY FEES;
Instructional Media and Design will invoice you.

Please send this form to Richard Day at 7-367 by the closest of the following dates: January 15, May 15, September 15

How to Complete the Off-Air Taping Record Keeping Form

Details of Program, Work or Subject Matter

Contact Richard Day, Instructional Media and Design (497-5575), to obtain a college “copy identifier” number to enter on the form. Write this number on the tape itself or on the container.

Record of Public Performances

News and news commentary programs – You do not need to complete the form if you erase the tape within 72 hours of taping. If you intend to retain the tape after the 72 hour period, then you must complete the form but you do NOT need to enter the classroom showing/listening dates during the first year after taping the program. However, if you decide to retain the program after the first year, then you must record all subsequent classroom showing/listening dates and you (or your program or department) will be responsible for the payment of royalty fees.

Other programs – You must enter the dates of any class performances during the first 30 days after the tape was made and you (or your program or department) will be responsible for royalty fees for those showings/listenings. If you decide to retain the program after the first 30 days, then you must continue to record showing/listening dates and pay royalty fees.

Destruction Record

When you decide to erase a program, complete the “Destruction Record” and return the original of the completed form to Richard Day, Instructional Media and Design, 7-367.