

Process:

DVD/CD Duplication

- Identify the CD or DVD to be duplicated and determine the number of copies needed.
- Permission from the copyright holder of the CD or DVD needs to be obtained before the duplication can be made.
- Submit a Media Duplication School Dude request. If there is a label to be made for the duplication be prepared to show proof of copyright.
- Deliver the CD or DVD to Media Services.
- Create a label in Photoshop if needed and save to pdf format.
- Secure the correct amount of CDs or DVDs for the duplication and use one of the two duplicators on site to make the correct amount of copies.
- Place duplicated media into slim line cases.
- Deliver finished copies to the requesting party.
- If applicable bill the project to the appropriate department.