



CITY CABLE TELEVISION SERVICES

TAPE DUPLICATION POLICY

Unedited 1/2" standard VHS videotape and audio cassette tape copies of public meetings or programs recorded by the City Cable Television Services Department are available at a cost of \$35.00 per tape and can be ordered up to two weeks after the original meeting or program date. Duplication tapes are two hours in length. Meetings or programs longer than two hours will require additional tape(s). Programs two weeks old or older are available to be viewed at the Public Library.

Tape copies must be obtained by completing a TAPE COPY REQUEST FORM at the reception desk of City Hall. Payment must be made by cash or check (payable to "City of Hendersonville") when a Tape Copy Request Form is completed. Tapes will not be mailed or delivered. Tapes must be picked up at the reception/information desk of City Hall.

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 tapes.

TAPE COPY REQUEST FORM

TODAY'S DATE: _____

NAME: _____

ADDRESS: _____

DAYTIME PHONE NUMBER: _____

MEETING/PROGRAM TITLE: _____

MEETING/PROGRAM DATE: _____

VHS TAPE OR AUDIO CASSETTE: _____

NUMBER OF COPIES REQUESTED: _____

AMOUNT PAID: _____

RECEIPT NUMBER: _____