**文藻外語大學**

**多媒體轉換服務申請單**

**Wenzao Ursuline University of Languages**

**Application for Multimedia Conversion Service**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **申請單位/Applicant** | | | | | | | | | | | | |
| 單位  Department | | | 申請人  Name | | 代理人  Deputy | | | 是否為新進教師(註：到校任職日起未滿一年者)  Are you a first year teacher? | | | | |
|  | | |  | |  | | | □是(Yes) □否(No) | | | | |
| 聯絡電話(分機/手機)  Telephone(Ext./Mobile) | | | 電子郵件地址  E-mail address | | | | | | 申請日期  Date of Application | | 預定取件日  Scheduled Date of Pickup | |
|  | | |  | | | | | | / / | | / / | |
| 活動(課程)名稱  Event (Course) Title | | |  | | | | | | | | | |
| 原始媒體名稱  Original Media Title | | |  | | | | | | | | | |
| 原始媒體類型  Original Media Type | | | □ DVD □ VHS □ DV □ CD □ MP3 □ TAPE □ Others | | | | | | | | | |
| 轉換前數量  Quantity Before Conversion | | |  | | | | 轉換後數量  Quantity After Conversion | | | | |  |
| 轉換類型  Conversion Type | □ DVD to DVD  □ VHS to DVD  □ DV to DVD  □ CD to MP3  □ TAPE to COPY | | | □ DVD to PC (檔案類型註解/File Format)\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ VHS to PC (檔案類型註解/File Format)\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ DV to PC (檔案類型註解/File Format)\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ MP3 to CD □ TAPE to MP3 □ TAPE to CD  □ Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| 空白DVD/CD光碟片/ Blank DVD/CD Disks：  □申請單位自備/ Self-prepared □教發中心代購(每片10元)/Purchase from CFD ($10/Piece) | | | | | | | | | | | | |
| **申請單位注意事項/** **Remarks：**   1. **除了教師自有版權的媒體以外，不再提供其他光碟燒錄及轉換等服務**。 The conversion service is limited to the copyright of the target media owned by faculty and staff. 2. 請事先將DV帶順序作標示，再送至本中心轉錄。 Please mark the DV tape in sequence before sending to the Center for Faculty Development. 3. 請於需用日期前二週送件申請。 Please apply two weeks early before request date. 4. 本中心不提供私人需求相關轉換服務。 The conversion service is not available for personal needs.   **閱畢後，申請人簽名**  **Signed by Applicant** | | | | | | | | | | | | |
| **處理情形/Process** | | | | | | | | | | | | |
| 操作人員  Staff | |  | | | | 實際完成日期  Actual Date of Completion | | | |  | | |
| **取件簽收/Pickup** | | | | | | | | | | | | |
| 取件日期  Date | |  | | | | 簽收人  Signed by Receipent | | | |  | | |