

**Appendix F. WAYCAM DUPLICATION (“DUBBING”) POLICY**

**DUPLICATION SERVICES**

<b>Access Programming</b>	<b>\$20 for 1<sup>st</sup> DVD disc; \$10 each duplicate of same program ordered simultaneously.</b>
<b>The above price does not reflect the cost of handling and postage. There will be an additional charge of \$5 per order, unless purchaser picks up the DVD at the Studio.</b>	

- Community producers and guests in a ‘talking heads’ program who agree to WayCAM’s Use and Re-Use Policy are allowed one dub of their program at no cost .
- Town of Wayland Boards and Committees are entitled to one free tape or DVD dub per program, provided the dub is for Town business and not for personal use, in which case the above fees will be charged.
- A Community Producer may use WayCAM’s studio, equipment and volunteers to create Programs so long as they are not commercial in nature or content. Such Programs may be shown, displayed or reused, in whole or in part by their Community Producer, except those Programs may not be duplicated or sold for profit.
- Allow two weeks for pick up. If a tape dub is needed within a week, there will be a \$5.00 rush charge.

With each order please include the following:

PLEASE PRINT:

- Requester Name: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Phone number & email: \_\_\_\_\_  
(where you can be contacted for pick up of dub)
- Program title & date when it was aired: \_\_\_\_\_
- \_\_\_\_\_
- Total number of DVD copies ordered: [     ]

**Inquiries for dubbing services should be directed to Jim Mullane, Executive Director.  
Email: [jim@waycam.tv](mailto:jim@waycam.tv) / phone 508-358-5006**

***A portion of income from dubbing services will be contributed  
to the WayCAM Scholarship Fund.***

**\*\*\* Payment for dubs must be provided before dub is made. \*\*\***

Please make checks payable to WayCAM and bring or send to:  
WayCAM, 268 Old Connecticut Path, Wayland, MA 01778

Jim Mullane, Executive Director – [jim@waycam.tv](mailto:jim@waycam.tv) – [www.waycam.tv](http://www.waycam.tv)