

## Videos, DVD and Compact Discs Duplication Service Information Sheet

200, avenue de la Cathédrale  
Room 0140  
St. Boniface MB R2H 0H7  
Telephone : 204-945-3824  
Toll Free : 1-800-667-2950  
Fax : 204-945-0092  
E-Mail : [dref@gov.mb.ca](mailto:dref@gov.mb.ca)  
Online Catalogue : <http://dref.mb.ca>

**Manitoba Education, Citizenship and Youth**  
Direction des ressources éducatives françaises/Library and Materials Production Branch  
**Duplication Service**

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The Direction des ressources éducatives françaises (DREF)/Library and Materials Production Branch currently has the duplication rights to approximately 400 video recordings, DVDs and compact discs. The Duplication Service of the Library directly serves Kindergarten to Grade 12 educators, administrators and library personnel, other educational related professionals in Manitoba and teachers-in-training.

### Procedure:

- ◆ For a list of available video, DVD and compact disc titles, and for the Duplication Order Form, go to <http://dref.mb.ca>. Click on "Page d'accueil de la bibliothèque", on "Nos services" and on "Production et reproduction"
- ◆ The service fees are \$8, \$5, or \$5, respectively, for a videocassette, a DVD or a compact disc, including 7% Provincial Sales Tax (PST), 6% Goods and Services Tax (GST) and handling.
- ◆ The Duplication Service supplies high quality videotapes (T-60), DVDs and compact discs. DVDs or compact discs will not be accepted from its clientele.
- ◆ The Duplication Service dubs only in VHS format and SP (Standard Play) mode.
- ◆ Not more than two programs or 60 minutes of play are recorded on a videotape.
- ◆ Payment may be made using your divisional/district MTBB account, VISA or MasterCard credit card, school division/district purchase order, cheque, money order or cash. Payment MUST accompany the order.
- ◆ If you send a purchase order by fax, **do not** subsequently send the original by mail.
- ◆ For reference assistance, please call 945-4782 or 1-800-667-2950 (toll free).
- ◆ Send orders to **DREF's Duplication Service** at the address below:

DUPLICATION SERVICE  
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Library and Materials Production Branch  
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St. Boniface MB R2H 0H7  
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Please photocopy this form as required.