

Audio Visual Reproduction Request (2014)
Special Collections Department, Iowa State University Library

Date: _____
Name: _____
Address: _____

Phone: _____
E-mail: _____

FOR OFFICE USE ONLY
Received By: _____
Processed By: _____
Date Completed/Sent Out: _____
Total Number of Items Reproduced: _____

Identification: Faculty: Staff: Graduate Student: Undergraduate Student: Alum:
Public: Institutional Affiliation: _____

Intended use: _____

The requestor has right to play the audio visual materials to any audience. However, use of any part of these materials in any audiovisual project, making copies, and/or uploading to the Internet without written consent of the Special Collections Department is prohibited. To use any part of the materials in the previously mentioned manner, the Department's permission to publish form must be completed and returned and additional fees will apply.

Does copyright approval need to be obtained? Yes: No:

Subject: _____

Film Title/Call #: _____

Other Information: _____

NUMBER OF ITEMS REQUESTED:

DVD to DVD: _____ Video to DVD: _____ Film to DVD: _____ CD to CD: _____

Audio tape to CD: _____ Other (please specify): _____

PAYMENT INFORMATION (see next page for fee structure):

SPCL fees due: Reproduction fees: _____ Copyright fees: _____ Extended research fees: _____

TOTAL AMOUNT DUE: _____

Check #: _____ Credit Card: MC VISA DISCOVER Number: _____

Exp. Date: _____ Name on Credit Card: _____

Intramural Account #: _____

Film Reproduction Fees (March 2014)
Special Collections Department, Iowa State University Library

When users submit film reproduction requests to the ISU Library's Special Collection Department, the following fees are applied. In addition to the processing and copyright fees, possible extended research fees may apply.

Prior to the processing of orders, all fees must be paid to the Special Collections Department. Acceptable forms of payment include checks, credit cards, ISU personal account, and ISU intramural purchase orders. Fees are non-refundable.

TRANSFER FEES

DVD to DVD: \$10 per item

Video to DVD: \$30 per item

16mm Film to DVD: \$40 per film up to 30 minutes in length, \$50 per film over 30 minutes

CD to CD: \$10 per item

Audio Tape to CD: \$20 per item

All other format requests: Please contact Special Collections for costs

These fees include the right to play the audiovisual materials to any audience. However, use of any part of these materials in any audiovisual project, making copies, and/or uploading to the Internet without written consent of the Special Collections Department is prohibited.

ISU COPYRIGHT FEES

To use any part of the films in a film project, the Department's permission to publish form must be completed and returned and the following additional fees apply:

ISU Affiliate (faculty, staff, student, local media, WOI-TV, and charities) Fees:

ISU Copyright Fee: Subsidized by the ISU Library
Extended Research Fees*

Non-ISU Affiliated Scholarly Use Fees:

ISU Copyright Fee: \$25.00 per film
Extended Research Fees*

All Other Non-ISU Commercial Use Fees:

ISU Copyright Fee: \$100 per film
Extended Research Fees*

***EXTENDED RESEARCH FEES**

If extended research is required, the cost will be:
\$50 per hour (charged in 15-minute increments)
First half an hour fees are waived

NOTICE: Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of copies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of copyright law.