

IOWA STATE UNIVERSITY

Special Collections and University Archives

403 Parks Library | 701 Morrill Road
Ames, Iowa, 50011-2102

515-294-6672
archives@iastate.edu

Audiovisual Request Form

Contact information:

Name*:

Address:

Email*:

Phone:

*Required. Department staff will make contact via email unless otherwise requested.

Item(s) being requested (please include all available information):

Item 1	Title:
	Call number:
	Box/Folder:
Item 2	Title:
	Call number:
	Box/Folder:
Item 3	Title:
	Call number:
	Box/Folder:

Audiovisual Policy:

Due to the rare and fragile nature of audiovisual materials held by SCUA, departmental staff will review each request to determine the best way to provide access to the requested item(s). The requestor will be notified of the available options within two business days of the request.

In most cases it will be necessary to digitize the item. Costs for digitizing materials are located on the following page. Some formats will need to be sent to a third-party vendor for digitization with the associated costs assumed by the requestor. Additional options may be possible.

See the back side for more information regarding reproduction and copyright fees.

Fee Structure:

The following processing and copyright fees are applied to audiovisual requests if **expedited access**, a **personal copy**, or **commercial use** is requested. All copies will be provided in the form of a digital file downloadable from the University's file sharing service. Please contact the department for additional information on how to order copies of audiovisual materials.

Transfer Fees (based on original media format):

DVD or CD	\$10 per item
Videotape (VHS, 3/4", BetaCam)	\$25 per item
Audiocassette tape	\$25 per item
Audiotape (open reel)	\$25 per item
All other formats	Contact the department for costs

ISU Copyright and Licensing Fees:

To use any part of an audiovisual item in which copyright is owned by Iowa State University (this includes making copies and/or uploading to the Internet), the department's "Request to Publish" form or a licensing agreement must be completed and returned. In addition, the following fees may apply:

Affiliation	Copyright and Licensing Fee
Iowa State (faculty, staff, student) and state of Iowa media	Waived
Non-Iowa State academic, non-profit, family history, alumni	\$25 per film
All other affiliations (commercial, etc.)	\$100 per film