

**Audio Visual Reproduction Request (2011)**  
**Special Collections Department, Iowa State University Library**

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Identification: Faculty: [ ] Staff: [ ] Graduate Student: [ ] Undergraduate Student: [ ]  
Public: [ ] Commercial 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DVD to DVD: \_\_\_\_\_ Video to DVD: \_\_\_\_\_ Film to DVD: \_\_\_\_\_ CD to CD: \_\_\_\_\_

Audio tape to CD: \_\_\_\_\_ Other (please specify): \_\_\_\_\_

**PAYMENT INFORMATION:**

SPCL fees due: Reproduction fees: \_\_\_\_\_ Copyright fees: \_\_\_\_\_ Extended research fees: \_\_\_\_\_

**TOTAL AMOUNT DUE:** \_\_\_\_\_

Check #: \_\_\_\_\_ Credit Card: MC VISA Number: \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_

FOR OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_ PROCESSED BY: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

TOTAL NUMBER OF ITEMS REPRODUCED: \_\_\_\_\_

**Film Reproduction Fees (March 2011)**  
**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: Contact Special Collections for current prices

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, 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.