

**TEXAS TECH UNIVERSITY SOUTHWEST COLLECTION SPECIAL
COLLECTIONS LIBRARY (SWC/SCL)
AUDIOVISUAL DUPLICATION REQUEST FORM**

The SWC/SCL will consider duplication requests for audiovisual material (oral history, sound recordings, or moving image) under the following stipulations: original material will not be damaged during digitization, no copyright infringement will occur, donor agreement allows for duplication, patron will not alter the material, there can be no posting of SWC/SCL materials to websites outside of the Texas Tech University system, and audiovisual material used must include required SCW/SCL citation and attribution. All duplicated items will be delivered on either CD or DVD optical media, unless special arrangements are made in advance for another format.

The transfer of archival audiovisual material takes a considerable amount of time. Please allow enough time for the SWC staff to complete your requests. Depending on the material, a request may take several weeks to complete. In most cases, the materials delivered will be full transfers of original items as they are. No extraordinary enhancements, editing, or clipping will be made.

EXAMPLE CITATION REQUIRED FOR SWC/SCL AUDIOVISUAL MATERIALS:

[Description of audiovisual materials], Courtesy of Southwest Collection/Special Collections Library, Texas Tech University, Lubbock, Texas, Collection Name, Collection Number.

COSTS

\$25.00 per Audio CD (one CD holds up to approximately 80 minutes of audio)

\$35.00 per Moving Image DVD (one DVD holds up to approximately two hours of video)

Applicable shipping and processing fees

Commercial use fee

Taxes (8.25%)

COMMERCIAL USE FEES

For-profit commercial ventures require a \$20.00 commercial use fee per item. The commercial use fee will allow the patron a one-time use of the audiovisual item.

The patron assumes full responsibility for conforming to all copyright laws and for securing permission to use the audiovisual materials from the copyright holder. If audiovisual material is used in a broadcast, documentary, or similar resulting program, the SWC/SCL may request a copy of the end product.

The SWC/SCL waives the commercial use fee for students and scholarly researchers engaged in a not-for-profit activity. However, the one-time use restriction of the audiovisual material and all applicable copyright laws remain in effect.

Commercial Use _____ (initial)

Not-for-profit Use _____ (initial)

ORAL HISTORY RESTRICTIONS

Oral history duplication is limited to family members only. You must specify your relationship to the interviewee in order to obtain an audio copy of the interview. If you are not related to an interviewee, SWC/SCL staff members will check the release status of the interview. Typically there are two options: 1) Researchers can contact interviewee and/or descendants to request written permission for duplication. 2) Interviews with releases can be requested to be transcribed and placed on our dspace website. Please contact the A/V Unit Manager with further questions.

Relationship to Interviewee:
(if applicable) _____

Use of audiovisual material (e.g., Project Title):

Materials Requested (be specific, e.g., collection name, author, title, call number, etc...)

Patron Name (Please print): _____

Date: _____

Address: _____

Address Line 2: _____

City: _____

State: _____ Zip: _____

Telephone: _____

Email Address: _____

Patron Signature: _____

Mail Pick up Electronic Delivery

PATRON MUST PAY ALL FEES PRIOR TO RECEIPT OF THE DUPLICATED ITEMS.

For Office Use Only

SWC/SCL Staff initials _____ Approval of Subject Archivist _____

\$25.00 per Audio CD	_____
\$35.00 per moving image DVD	_____
Applicable shipping and processing fees	_____
Commercial use fees	_____
Tax (.0825%)	_____
Total	_____