

**REQUEST FOR AUDIO VISUAL SERVICES**

**Proposed Use:** \_\_\_\_\_ Publication (Please complete Request to Reproduce Material form. No media supplied without properly completed form.)  
\_\_\_\_\_ Personal research with no plans to use in publications or commercial displays

*It is understood that The Johns Hopkins University does not claim reproduction rights to the material in its collections. I agree to assume all responsibility for such use and hereby agree to indemnify, defend, and hold harmless The Johns Hopkins University against any and all liability, loss, damage, cost or expense as the result of my use of the requested materials.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Please print or type)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

**TYPE AND QUANTITY OF REPRODUCTION**

VHS                       DVD

Description and/or Citation of Material to be Reproduced (Include call number or catalog number):

Date Requested \_\_\_\_\_ Date needed \_\_\_\_\_

Mail to Address above \_\_\_\_\_ (Supply alternate address if not mailed to above) Pick up \_\_\_\_\_

Cost: \$ \_\_\_\_\_ + \$10 service charge = Total Amount Due: \$ \_\_\_\_\_

---

**Library Staff Only:**

Express Fee: \$ \_\_\_\_\_ Service Charge: \$ \_\_\_\_\_ Total cost: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Regulation packet sent \_\_\_\_\_

## SCHEDULE OF CHARGES

VHS	\$20.00 each
DVD	\$35.00 each

Please Note: A \$10.00 Service Charge will be added to each order. The above charges include First Class domestic postage. Express delivery service, if requested, will be charged to the researcher at current rates. On international orders, postage and customs charges will be billed to the recipient.

➤ ➤ **MAKE CHECKS PAYABLE TO THE MILTON S. EISENHOWER LIBRARY** ← ←

## REGULATIONS

1. Special Collections reserves the right to decline to reproduce any materials under its jurisdiction whenever such action is deemed necessary to protect materials. We will not, under any circumstances, lend original materials.
2. Orders will be filled as quickly as possible, depending on the size of the order and staff time. We have no control over the turnaround schedule at our technology lab. There is no provision for “rush” service.
3. The researcher will pay the full cost of making reproductions. Special Collections does not sell reproductions but charges a fee to cover the cost of labor, materials, postage and other expenses involved in the reproduction procedure. Any member of the staff will be glad to explain the charges.
4. The copyright law of the United States (Title 17, U.S. Code) governs the making of 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 reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a researcher makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that researcher may be liable for copyright infringement.
5. Permission to re-use reproductions of materials owned by Special Collections for publications or commercial displays must be requested in writing. Please ask for a Request to Reproduce Materials form.
6. A fee may be assessed for the right to re-use materials for publications or commercial displays.
7. A credit line is required for all publications or commercial displays and will be supplied by Special Collections staff.