

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:	Date:
Institutional Affiliation:	
Address:	
Email:	Phone:

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:

For office use only:

Received by:	Date received:
Processed by:	Date completed:

Access and sharing:

Cybox permission level:	Previewer	<input type="checkbox"/>	Viewer	<input type="checkbox"/>
Approved for YouTube:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Additional instructions:

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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. 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 below for more information regarding reproduction and copyright fees.

Fee Structure:

All copies will be provided in the form of a digital file viewable or downloadable from the University's file sharing service. Please contact the department for additional information on how to order copies of audiovisual materials.

****Please note that fees are waived for Iowa State University (faculty, staff, student) and Iowa statewide media for items that can be digitized on-site.****

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	Waived
All other affiliations (commercial, etc.)	\$100 per film

Extended Research Fee

If extended research is required, the cost will be \$50 per hour (charged in 15 minute increments)

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.