Audio Recordings Reproduction Request

This form must be completed and signed before the reproduction order can be processed. By signing this form, you agree to the following Terms and Fees:

Terms:

1. Copies of audio recordings are provided for personal reference use only. Intellectual property rights, including copyright, belong to the authors or their legal heirs and assigns. If the material is still under copyright, permission to publish may be necessary and should be sought from the owners of such rights.

2. The Library may refuse a request for duplication if it determines that the condition of the original cannot withstand copying without damage to the original, or if duplication will incur additional labor charges and fees which the requesting party does not agree to pay in full. Where additional charges and fees apply, an advance deposit on the anticipated costs is required.

If an audio recording is accompanied by a transcript or other written material, you must request a copy of this material separately (http://www.lib.washington.edu/specialcoll/reproduction/photocopies.html).

Fees:

Note: There is a charge for all reproduction.

• Duplication of audio costs $50 per CD produced.
• UW service fees, shipping fees, and state sales tax will be added to the invoice total.
• Shipping fees vary according to the number of CDs shipped.
• Reproduction requests whose charges total more than $200 must pay in advance of acquiring access to a duplication.

Check one:

_____ I agree to pay all charges incurred with this request.

_____ Please call/email me with an estimate and I will supply a letter/email to confirm that I wish to have all the images in this request reproduced and that I will pay all the charges incurred.

By signing below, I agree to the above conditions and fees. If I am requesting the images for a unit of the UW, company or organization, I have the authority to act on behalf of that company, organization or unit of the UW. I understand that failure to comply with these rules may result in the denial of future requests for reproductions.

Print: Name
Agency/Institution

Signature
Date

Special Collections,
University of Washington Libraries,
Box 352900, Seattle, WA 98195-2900
Email: speccoll@uw.edu
Phone (206) 543-1929
Fax (206) 543-1931
revised 3/11
Audio Recordings Reproduction Request

[Complete both sides of this form.]

PLEASE PRINT  Date Ordered__________

Name:__________________________________________________________________ Date Ordered ________ Order taken by: __________

Company/Institution________________________________________________________________________

Street Address_____________________________________________________________________________ City________________ State____ Zip code________

Phone________________ Fax________________ Email________________

☐ Mail ☐ Pickup ☐ Fed Ex#________________________ (UW Budget name/number)________________________

DO NOT PRE-PAY (unless requested because order is over $200)

<table>
<thead>
<tr>
<th>Accession / Record Group #</th>
<th>Box / folder #</th>
<th>Description</th>
<th>Quantity requested</th>
<th># of cassettes</th>
<th># of reel-to-reel</th>
<th># of other format</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Instructions:

University of Washington Libraries, Special Collections

Order taken by ________

Page 2 of 2

SC-5  Audio Duplication Request (white)  revised 3/11