## **Audio Recordings Reproduction Request**

[Complete both sides of this form.]

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:

Signature

**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.

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Box 352900, Seattle, WA 98195-2900
Email: speccoll@uw.edu
Phone (206) 543-1929
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Date

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[Complete both sides of this form.]

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				STAFF ONLY			
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