

# Film/Video Request Form - Alabama State University

Your Name		Date
Mailing Address		
Work Phone Number	Home Phone Number	e-mail address
Institutional Affiliation		Your Occupation
Describe Film/Video		Film/Video Locator Information
Identify intended use for media, if you plan to publish visuals identify publication or form of electronic medium where images will appear.		
<p><b>Copyright</b>  The copyright law of the United States (Title 17, United States Code) governs the making of reproductions of copyrighted material. Under certain conditions specified in the law, library and archive are authorized to furnish a copy. 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 user makes a request for, or later uses, a reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.</p> <ol style="list-style-type: none"> <li>8. Researchers are not permitted to reproduce archival materials.</li> <li>9. Due to workload involved in assisting patrons and other responsibilities, reproduction may not be done on demand. Patrons needing this service should fill out a request form.</li> <li>10. The Archives also reserves the right to refuse a reproduction request if, in its judgment, fulfillment of the request would involve violation of copyright law, legal restrictions or if doing so will damage the original or violate donor agreements.</li> <li>11. The Alabama State University Archives reserves the right to limit the volume of duplication; in addition, the Archives will not reproduce an entire collection unless the researcher obtains the written permission of the writer, donor, depositor, literary heir or Alabama State University Archives in compliance with the U.S. Copyright laws.</li> <li>12. The copying of musical works is prohibited according to copyright law.</li> <li>13. Citations for the Archives should conform to the following format:  <b>Name of collection, Courtesy of Alabama State University Archives.</b></li> </ol>		
<p><b><u>Video Recordings</u></b>  Handling fee: A \$5.00 handling fee is added to the total order if material is mailed.  Video Recordings: \$5.00 per tape + \$50.00 per hour charge (includes staff time and postage, if mailed).  Publication fee (educational/not-for-profit use): \$100.00 per minute of actual footage used. (Rounded to the nearest minute)  Publication fee (commercial use): \$200.00 per minute of actual footage used for domestic distribution.  Please note: Payment for all services must be by check or money order, made payable to Alabama State University. We regret that we cannot accept payment via credit card.</p>		
<p><b>Print and sign name here.</b>  I, _____ accept the above terms.</p>		
<p><b>Print form, fill in information, sign and return in person, by mail, by fax (334)2294940, or scan and e-mail to, <a href="mailto:hrobinson@alasu.edu">hrobinson@alasu.edu</a></b></p>		