

## **MARIA ROGERS ORAL HISTORY PROGRAM** **INTERVIEW REPRODUCTION ORDER**

### **NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies 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 request for, or later uses, a photocopy or 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.

### **Copying Policies and Charges for Oral History Interviews**

**A. Multiple copies.** You may order only one copy of an audio cassette and up to three copies of a CD or DVD (due to staff time involved in making copies) per interview ordered. If you would like to make further copies for family members, please request a "permission to copy" letter and information about how and where to make additional copies.

**B. Media.** We supply the blank media on which to copy your interview.

**C. Cost.** Prices for copies reflect the cost of media, staff time, cost of equipment, and wear and tear on our equipment.

- \$10 per audio cassette tape (Note: some interviews require more than one tape)
- \$10 per audio CD (interviews are supplied in mp3 format; most interviews can be placed on one CD)
- \$10 per DVD (one interview per DVD; no more than 2 hrs. of interview fit on one DVD)

### **Instructions for Staff**

1. **Check each oral history for restrictions, including permission to place on internet.** (If there are any restrictions, you will find them on the donation form and on the interview's case or DVD. Donation forms are in black notebooks at the top of the downstairs bookcase that holds oral histories. Internet posting is allowed if it is not specifically denied.) **Note any restrictions on the other side of this form.**
2. **Check oral histories for number of cassettes/CDs/DVDs needed and inform patron.** (One cassette or CD needed for each audio cassette; each DVD must be copied to a separate DVD.) **Fill out charges accordingly.**
3. **Make a copy of the back of this form for our records, and give the original form to the patron.**

**FILL OUT FORM ON OTHER SIDE.**

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Please copy the following interview(s) for me. **I agree to use the copy for research and/or educational purposes only:**

OH #(s) and narrators' name(s) (circle media requested; ask which media are available for the interview(s) you choose):

_____	audio cassette	audio CD	DVD
_____	audio cassette	audio CD	DVD
_____	audio cassette	audio CD	DVD
_____	audio cassette	audio CD	DVD

**Please check one of the following:**

- The requested oral history interview is for personal use only.
  
  - The content of this copyrighted interview will be used for **scholarly research or in a non-commercial, print format** (example: in a book, magazine, or newspaper article) or in a **non-commercial, non-print format** (example, in an educational program, a documentary, an educational TV or radio program, or an educational internet site) only. (Please specify use: \_\_\_\_\_.)
- I will credit each narrator and the Maria Rogers Oral History Program of the Carnegie Branch Library for Local History, Boulder, CO.

**Please initial (after staff informs you of possible restrictions):**

I understand there are the following restrictions on use of this interview:

\_\_\_\_\_

\_\_\_\_\_.

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

Name (please print): \_\_\_\_\_

On behalf of (if not yourself): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Delivery:  Mail  Will pick up  
(The **shipping and handling charge** for mailing is **\$3 for each address, for up to 4 tapes/discs.**)

**CHARGES**

# of cassette tapes, CDs or DVDs: \_\_\_\_\_ @ \$10/tape \$ \_\_\_\_\_

Mailing? (see costs above): \$ \_\_\_\_\_

**TOTAL CHARGE:** (Paid? ) \$ \_\_\_\_\_