

Request for Reproduction of Digital or Audiovisual Records

Personal Use Only

The record collections retained by the *Arizona State Library, Archives and Public Records (L.A.P.R.)*, a Division of the *Arizona Secretary of State*, were created by government agencies and are therefore public records or are in private collections or owned by their publishers and are therefore subject to copyright laws. According to ARS 39-121.03.C & D, it is a violation of law to indicate that you are ordering public records for personal use if you intend to use them in a commercial work.

To: **Archives and Records Management**
Arizona State Library, Archives and Public Records
1901 West Madison
Phoenix, AZ 85009
Phone: 602-926-3720
Fax: 602-256-7982

From:

Print name: _____

Street address: _____

City, State, ZIP: _____

Telephone number/email: _____

1. Permission: All requests for copies of digital or audiovisual records from the *Arizona State Library, Archives and Public Records* (hereinafter the "Agency") must be submitted on this request form. The requestor agrees to abide by all terms, conditions and provisions of this agreement.

Copies received per this agreement may not be reproduced.

The Agency reserves the right to restrict the duplication and/or to limit the type of reproduction options available of fragile or unstable materials.

The Agency reserves the right to not duplicate or digitize fragile original items, when actions may damage the item.

The Agency will not make copies of records containing information restricted by law or donor agreement, except as legally-authorized.

The Agency reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

2. Reproduction of digital or audiovisual records: Permission is granted to receive a copy of records requested on the Records Reproduction Request Form attached. Copies of these records or records supplied by the Agency may not be duplicated, reproduced, copied, scanned, exhibited, resold, publish, broadcast or used **for any other purpose than personal use** as specified in this request form. Unauthorized reproduction will incur a fine of three times the normal fee, and the Agency reserves the right to demand surrender of all materials containing unauthorized reproductions.

3. Fees: See schedule of fees on pages 4 - 5 of this request form.

4. Copyright:

A. WARNING CONCERNING COPYRIGHT RESTRICTIONS:

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish a photocopy or 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.

The Agency reserves the right to refuse a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law.

B. Privacy:

An individual depicted in a reproduction has privacy rights as outlined in Title 45 CFR 46 ("Protection of Human Subjects"). The Agency reserves the right to require a release from individuals whose privacy may be violated by the use of these records. The Agency assumes no responsibility for infraction of copyright laws, invasion of privacy, or any other improper or illegal use that may arise from unauthorized reproduction of any record. The applicant agrees to hold the Agency and its agents harmless against any and all claims arising or resulting from the use of each record and shall indemnify the Agency and its agents for any and all costs and any damages arising or resulting from any such authorized use.

5. Agency Custody: All original records, regardless of format, are retained by the Agency and do not leave the custody of the Agency. Records may not be copied by clients using their own equipment.

Endorsements:

By signing this application, I acknowledge this request for copies records on the attached ___ pages are for personal use only, and not for any commercial purposes.

Signed by Requestor: _____

Date: _____

File Delivery Requested:

- CDs/DVDs (4GB, 8GB)
- External hard drives (provided by customer)
- Agency's File Share
- External hard drives (provided by State Archives)

Shipment Method:

- Customer will pick up
- Ship to Address listed on page 1 (Shipping costs will be added to final charges.)

Other: _____

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For Arizona State Archive Use:

Date Request Received: _____

- Approved:
- In-House
- Out Sourcing Required

Disapproved Reason for disapproval: _____

Arizona State Archives staff: _____

Date: _____

Work Order Number: _____

Quotation Sent Date: _____

Reproduction Fee Schedule:

Fees vary upon type of original material format, services requested, format requested, use of outside vendor if necessary, reproduction rights requested, preferred delivery method and custom or special services and/or processing. Fees for copies of electronic and audiovisual records vary, because they are based on storage medium and file format plus any additional cost of data extraction, custom services or other special programming or processing.

Other services or formats such as 16mm film or extraction from obsolete media not addressed in this document will be considered a custom order, therefore evaluated and priced on a case by case basis.

Orders requiring outside services will be charged \$10.00 processing setup fee per item plus vendor costs.

Orders with a large number of items, custom or special services and/or processing will require the use of an outside vendor. All vendors used are selected and approved by the State Archives.

Work is completed per whole item, file, track or side as applicable.

Audio	
Audio Recordings - from digital file	0-30 minutes per file \$5.00 31-60 minutes per file \$10.00 61-90 minutes per file \$15.00 91-120 minutes per file \$20.00 121-150 minutes per file \$25.00
Audio Recordings - from original material	Cassette: 0-30 minutes per side of tape \$10.00 31-60 minutes per side of tape \$15.00 61-90 minutes per side of tape \$20.00 Reel to Reel: 0-30 minutes \$ per track on tape 15.00 31-60 minutes per track on tape \$20.00 61-90 minutes per track on tape \$25.00 91-120 minutes per track on tape \$30.00 121-150 minutes per track on tape \$35.00 CD or DVD: per track \$2.00
Film or Video	
Video Recordings - from digital file	0-30 minutes per file \$10.00 31-60 minutes per file \$15.00 61-90 minutes per file \$20.00 91-120 minutes per file \$25.00 121-150 minutes per file \$30.00
Video Recordings - from original material	VHS: 0-30 minutes per tape \$10.00 31-60 minutes per tape \$15.00 61-90 minutes per tape \$20.00 91-120 minutes per tape \$25.00 121-150 minutes per tape \$30.00 U-matic: 0-30 minutes per tape \$15.00 31-60 minutes per tape \$20.00 61-90 minutes per tape \$25.00 91-120 minutes per tape \$30.00 121-150 minutes per tape \$35.00 CD or DVD: per track \$3.00

Pricing continued on next page.

Digital Documents	
Existing Textual Based Electronic File	1-4 files free 5 th file is \$1.00 \$.25 per file for 6 or more files
Other Fees	
CD/DVD for file delivery	\$5.00
External Hard drive	\$120.00
Processing Setup Fee	\$10.00 per item

PRICES MAY BE SUBJECT TO CHANGE WITH 30 DAYS NOTICE
Prices effective December 1, 2014

Records Reproduction Request Form

Item Number	Request to reproduce records from the Arizona State Archives. *State Archives will have final approval for reproduction and delivery format.				
	RG or MG Name & Number #	Subgroup Name & Number	Series Name & Number	Box Number	Folder Name & Number
	Item Title	Media Type	Side or Track to Duplicate	Delivery File Format Requested*	
	RG or MG Name & Number #	Subgroup Name & Number	Series Name & Number	Box Number	Folder Name & Number
	Item Title	Media Type	Side or Track to Duplicate	Delivery File Format Requested*	
	RG or MG Name & Number #	Subgroup Name & Number	Series Name & Number	Box Number	Folder Name & Number
	Item Title	Media Type	Side or Track to Duplicate	Delivery File Format Requested*	
	RG or MG Name & Number #	Subgroup Name & Number	Series Name & Number	Box Number	Folder Name & Number
	Item Title	Media Type	Side or Track to Duplicate	Delivery File Format Requested*	