

# Request for AV Reproduction Services

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Terms of Use (please check one):

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[Item #], Austin History Center, Austin Public Library

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

### For Staff Use Only

Received by \_\_\_\_\_ Order # \_\_\_\_\_ Date order completed \_\_\_\_\_

Permission to use the indicated images in the above-stated publication:

is granted, subject to photographic restrictions and the AHC Reproduction Policies and Procedures

is denied. Reason: \_\_\_\_\_

Staff signature \_\_\_\_\_ Date \_\_\_\_\_

*Note:* Turnaround time is up to **15 business days**. Large or complex orders may take longer. Images will not be delivered until payment is received (if fees apply to the order).

**Payment Method:**

*Make checks payable to Austin Public Library*

Credit Card       Cash       Invoice: # \_\_\_\_\_       Check: # \_\_\_\_\_

Total number of items: \_\_\_\_\_

Reproduction total: \_\_\_\_\_

Use total: \_\_\_\_\_

Tax: \_\_\_\_\_

Total: \_\_\_\_\_

**Request Examples**

- Example 1: Requesting access to video / Use fee applies
- Example 2: Requesting screener access to video / No use fee (exempt or personal use)
- Example 3: Requesting access to a previously digitized video / No use fee (exempt or personal use)

#	Item #/Title	Collection	Timecode	TRT	Type of File	Reproduction Fee	Use Fee	Permission Only
1	#r006. "Ask Livia Live!"	AR-2012-014	0:00:32 - 0:00:42	0:01:12	Access	\$204	\$300	<input type="checkbox"/>
2	#r008 AR-2007-027	AR-2007-027		0:42:38	Screener	\$247		<input type="checkbox"/>
3	Austin City Council Meeting, 4/25/02	AR-2012-002		3:30:20	Access	\$38		<input type="checkbox"/>

#	Item #/Title	Collection <small>Appears on the box or folder label.</small>	Timecode <small>For ordering clips</small>	TRT <small>Total running time</small>	Type of File <small>Screener (watermarked) or Access</small>	Reproduction Fee <small>Consult price list.</small>	Use Fee <small>Consult price list.</small>	Permissions Only <small>Check only if you are only requesting permission</small>
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
					Totals:			

#	Item #/Title	Collection	Timecode	TRT	Type of File	Reproduction Fee	Use Fee	Permissions Only
11								
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					Totals:			