

LIBRARY OF CONGRESS
 MOTION PICTURE, BROADCASTING AND RECORDED SOUND DIVISION
 PUBLIC SERVICES OFFICE
 101 INDEPENDENCE AVENUE, SE
 WASHINGTON, DC 20540-4690
 Phone: (202)707-5623, 0246
 Fax: (202)707-2371

REQUEST TO COPY FILM AND VIDEOTAPE IN LC COLLECTIONS

Requestor (Last Name)	(First)	(Middle Initial)
Address (No., Street, City, State, Zip)		Affiliation (College, Institution, Corporation, etc.)
Phone:	Fax:	Phone: Fax:

ACKNOWLEDGED CONDITIONS GOVERNING COPYING OF MOTION PICTURE FILM

The undersigned user understands that Library of Congress regulations preclude copying of motion picture film under copyright or donor protection. The user therefore agrees: (1) to undertake, at his or her expense, a search in the copyright Office to determine whether any motion picture(s) identified on the verso is (are) presently under copyright protection, (2) to supply the Motion Picture, Broadcasting and Recorded Sound Division with a copy of said Copyright Office search, (3) if any films are copyrighted or protected by common law rights, to furnish written proof of permission from the copyright proprietor(s) to copy such motion picture(s), in the number of copies, and as identified on the verso for the proposed use so identified, (4) to assume all risks and expenses arising from any infringement of copyright or common law right where such infringement occurs or may occur from the proposed use, and (5) to defray all costs of copying such films as above requested. The user further understands that the Library of Congress will agree to such copying only when it is satisfied that no copyright or other restrictions will be violated, and such satisfaction, if forthcoming, shall not operate as a warranty to that effect.

Screen Credit

Conditions for use for film and television must state the following screen credit:

Archival film and video materials from the collections of the Library of Congress

I have read and I understand the above conditions and I herein acknowledge and agree to the same:

 Signature of Requestor

 Date

FOR OFFICIAL LIBRARY OF CONGRESS USE

- No search necessary
- Copyright search conducted and copy of search received
- If necessary, written permission received from donor and/or copyright holder

I certify that the conditions of LCR 818-17.1 governing the copying of motion pictures in the Library of Congress collections have been met:

 For the Motion Picture, Broadcasting & Recorded Sound Division

 Date

Total Costs: \$

Fees Paid

LWO #: _____

CR _____ REC _____ (2232)

ORDER INFORMATION

TITLE OF FILM OR VIDEO (Company, Date)	Film\ Footage	Video\ Minutes	LC Number	Donor/(c) Status
	Plus Leader			
	Total Footage/Minutes			
<p>Comments:</p>				
<p>Type of Copies Desired: (Give Specific Technical Instructions) VIDEO-TO-VIDEO TRANSFER: Note: All video-to-video transfers will be NTSC, colorburst, non-visible non-drop frame time code unless otherwise specified.</p>				
<p><u>Special Shipping Instructions</u></p> <p>Courier Company:</p> <p>Account Number:</p> <p>Type of Service:</p>	<p>Mailing Address: (FedEx and UPS require a street address)</p>			
<p><u>PREPAYMENT REQUIRED</u> Please sign, date and return form with payment. Check or Money Order should be made payable to Library of Congress, M/B/RS Division. Foreign Orders require payment in U.S. currency drawn from a U.S. bank or an International Money Order in U.S. dollars.</p>				<p>Total Amount:</p> <p>\$</p>

GUIDELINES FOR REQUESTS TO COPY FILM AND VIDEOTAPE

1. Items are only available for duplication if already protected by archival masters which have been passed as satisfactory by the Library's Quality control Specialists. Users requesting access to unprotected items must be prepared to meet all costs involved in the making of preservation masters for the Library in order to obtain the copies they are requesting.
2. Films that are no longer within the prescribed term of copyright, i.e., 75 years from the original date of registration, or (if created after January 1, 1978) the life of the author plus 50 years, can be duplicated, except where there may be donor restrictions by terms of an instrument of gift.
3. Films whose publication dates fall within the copyright period as stated in paragraph two will need to have an official copyright search performed by the Copyright Office to determine their copyright status. It is important that a requestor ask for an assignment search and/or a search for the current copyright holder. A copy of the official search indicating "no copyright registration found" or "no renewal found" must be filed with the Public Services Office before an order can be processed.
4. Where a copyright owner is known, written permission will be necessary before a film can be copied.
5. Where motion pictures are concerned, the requestor should give careful consideration to the possible existence of underlying rights, i.e., a film based on a previously copyrighted book or play, or a film that might include a copyrighted work such as a song or a play. According to the General Counsel of the Copyright Office, "...searchers only report on the registration record of the motion picture. A search of the registration record of any underlying material included in the motion picture will only be made if it is specifically requested and if the underlying material is sufficiently identified."
6. Users should be aware that material deposited by claimants of copyright comprise the largest part of the film and television collection of the M/B/RS Division. In many cases, the copyright owner is the appropriate source for obtaining duplicated footage.
7. In addition to the copyright, many donors place restrictions on the use of the materials they give to the Library. Where such conditions exist, written permission will be required.
8. Film duplication orders will be for an entire reel. No sections of a reel can be ordered.
9. Cost estimates are handled in turn as quickly as possible. However, lengthy orders require five to ten working days for evaluation and charges.
10. Users will be required to sign the division's document of conditions governing duplication of the collections before an order can be processed.
11. All orders must be prepaid by check or money order, or a purchase order from a recognized institution, and require four to six weeks for completion.
12. The user bears responsibility for materials and services ordered.