

## DUPLICATION FEE FORM

United States Copyright Law governs all of the collections held by the Birmingham Civil Rights Institute. Reproduction of materials in the those collections will be made in accordance with the Copyright Law. Under certain conditions specified in the law, libraries and archives are authorized to furnish researchers with a requested 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 researcher makes a request for materials that are in turn used for purposes in excess of "fair use", that user may be liable for copyright infringement. The Birmingham Civil Rights Institute reserves the right to refuse a duplication order if, in it's judgement, fulfillment of the order would involve violation of the copyright law.

No material requested from the Birmingham Civil Rights Institute may be subsequently released in whole, or in part, to any other party. The Institute holds property rights to all of it's collections but holds copyright to a limited number. It is the researcher's responsibility to secure permission from the proper copyright holder for use of any materials for which the Institute holds no copyright. Copyrighted materials owned by the Institute may be used for educational research purposes only. Written permission must first be secured directly from the Institute for use of it's copyrighted materials that fall under circumstances of a commercial nature. Researchers agree to hold the Institute harmless from any and all liability and agree to indemnify same from any and all damages, costs, and other expenses arising out of the researcher's use of the above described materials, including expenses resulting from suits for infringement of copyright and any judgements against the Institute itself. Any improper commercial use of materials copyrighted by the Institute will present legal consequences for those individuals infringing on those rights.

Video Collections :           The single videotape duplication fee is forty dollars (\$40.00). This fee includes a VHS tape, a case, and label.

The single DVD duplication fee is forty dollars (\$40.00). This fee includes a DVD disk, a case, and label.

Electronic transfer of video collections is not available.

Audio Collections:           The single audiotape duplication fee is twenty dollars (\$20.00). This fee includes a ninety (90) minute audiotape, a case, and label.

The single CD duplication fee is twenty dollares (\$20.00). This fee includes a CD disk, a case, and label.

Electronic transfer of audio collections is not available.

Oral History Transcripts:   The cost of oral history transcript duplication varies. The fee is twenty-five cents (\$.25)per page. Transcripts can also be copied onto computer diskette for ten dollars (\$10.00) per transcript duplicated plus five dollars (\$5.00) per diskette used. The fee for electronic copies sent via email is ten dollars (\$10.00).



**DUPLICATION FEE FORM**

Paper collections : Collections consisting of original paper based materials selected by researchers for use will be photocopied by Institute staff at a cost of \$.25 per page copied.

NOTE: The cost of duplicating and mailing collection materials to researchers will depend on the amount of material requested and current USPS postal fees. The minimum cost of any duplication request, regardless of the medium copied, is five dollar (\$5.00). Duplication requests will be available to researchers only after payment has been received, either in the form of a credit card charge, a money order, or a personal check that has cleared the Institute's bank. Checks and money orders must be out made out to the Birmingham Civil Rights Institute. Duplication of video and/or audio CDs/DVDs will be limited to no more than twelve (12) requests per year.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Birmingham Civil Rights Institute Staff Signature

\_\_\_\_\_  
Date