

# AUDIO-VIDEO REPRODUCTION REQUEST FORM

THIS REQUEST IS FOR  PERSONAL USE  PUBLICATION/COMMERCIAL USE (PLEASE COMPLETE PAGE 2 IF SELECTED)

NAME		DATE NEEDED	
INSTITUTION OR COMPANY			
ADDRESS			
CITY		STATE/COUNTRY	ZIP CODE
PHONE		EMAIL	

A SUMMARY OF COSTS IS AVAILABLE AT [HTTP://WWW.LIBRARY.PITT.EDU/ASC-ORDERING-REPRODUCTIONS](http://www.library.pitt.edu/asc-ordering-reproductions)

CONTENT IDENTIFICATION INFORMATION			FORMAT DUPLICATION					COST
Item Identifier	Collection	Title of Item	Oral History Interview	Audio or Video Tape Duplication	Audio/Film/Video Transfer	CD/DVD Copy	MP3/WAV/AVI/MP4/Other	

**SUB-TOTAL** \_\_\_\_\_

**SHIPPING** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

By signing, I agree to abide by the policies and guidelines (see next page) of the University Library System, University of Pittsburgh.

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

**USAGE INFORMATION [IF APPLICABLE]**

<input type="checkbox"/> Illustration for publication or presentation (non-exclusive):			
<input type="checkbox"/> Publication (printed matter, electronic)	<input type="checkbox"/> Website (Internet, intranet)	<input type="checkbox"/> Broadcast (radio, television)	
<input type="checkbox"/> Multimedia Production (CD/DVD, video, film)	<input type="checkbox"/> Exhibit		
<input type="checkbox"/> Social Media _____	<input type="checkbox"/> Other _____		
Title of Publication/Presentation _____			
Publisher/Producer _____		Expected Publication/Release Date _____	
Print Run _____	Languages _____		
Other _____			

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- 7) Digital file requests will be delivered electronically unless otherwise specified. We will confirm file formats for all requests.

**Archives & Special Collections - University of Pittsburgh**

7500 Thomas Blvd, Room 221

Pittsburgh, PA 15260

Email: <http://www.library.pitt.edu/ask-archivist>

Phone: (412) 648-3232 Fax: (412) 648-2170

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CIDDE 02631906894			
Date Request Received		Date Payment Received	
Date Completed		Staff Approval	
Notes:			
<b>Deliverable:</b> <input type="checkbox"/> CD/DVD <input type="checkbox"/> Audiocassette <input type="checkbox"/> Videotape <input type="checkbox"/> Digital Download			