

Center for Adventist Research

Sound/Video Recording Order and Use Agreement Form

Name: _____ A.U. ID# (if applicable): _____ Date: _____

Mailing address: _____

Phone #: _____ E-mail address (important): _____

Fulfillment of this request may take up to two weeks to complete, and only after receipt of this completed and signed form along with payment. **We reserve the right to refuse any and all orders even if advance payment has been made. A full refund will be made on all orders that are refused.**

Intended Use Statement

(i.e. personal interest, genealogy, dissertation research, article, book, public exhibit, film, video, etc.)

By signing this "Sound/Video Recording Order and Use Agreement Form," I agree that the recordings I have requested will be used only as I have indicated above. I assume any and all liability for possible copyright infringement for the use made of the recording copy requested.

Agreed to: Signature of Applicant _____ Title: _____ Date: _____

Sound Recordings:

Call number: A _____ DVD# _____ Title or name: _____

Call number: A _____ DVD# _____ Title or name: _____

(get this information from the James White Library online catalog on the web: <http://www.andrews.edu/library>)

Video Recordings:

Call number: V _____ DVD# _____ Title or name: _____

Call number: V _____ DVD# _____ Title or name: _____

(get this information from the James White Library online catalog on the web: <http://www.andrews.edu/library>)

Other: _____

Medium of the copy:

On CD-ROM _____ or DVD _____ Important Note: All audio copies provided are in .WAV format (digital).

Disclaimer: We are not able to copy certain video recordings in our collection due to copyright or other reasons.

Cost:

	Recording in Database	Recording Not in Database
Andrews University mailing address or individual attending/working at AU representing only themselves and recording request is for their personal use and not for publication of any kind	\$5.00 first \$1.00 each additional	\$20.00 first \$12.50 each additional
Non-Andrews University related individual (non-profit) for personal use only, not for publication	\$10.00 first \$2.00 each additional	\$30.00 first \$15.00 each additional
Non-profit and church related entities. Use such as posting on a web site, video production, official church publications etc.	\$25.00 first \$5.00 each additional	\$40.00 first \$20.00 each additional
For-profit entities. One time use	\$50.00 each	\$60.00 each
For-profit entities. Multi-use including posting on a web site, video production, etc.	\$75.00 each	\$80.00 each

Cost of recordings (from table) US\$ _____ + shipping (US\$5.00 for standard mail to USA & Canada) = Total Cost ⇨ US\$ _____

Contact us for information on shipping to other countries

Payment:

Payment is expected before the copies are sent unless other arrangements are made.

Checks payable (in US dollars) to the James White Library.

For credit card payments: VISA MC AMEX Acct #: _____ - _____ - _____ - _____. Expire: ____ / ____ / 20____ Security Code _____

Mail this form along with payment to:

Center for Adventist Research •• 1400 Library Drive •• Andrews University •• Berrien Springs, MI 49104-1440 USA •• (269) 471-3209 •• car@andrews.edu

Office Use: Date Request Received _____ Fulfilled by: _____ Verified: _____ Sent: _____