

# WOODBERRY POETRY ROOM

## SCHOLARLY-USE COPY REQUEST FORM

Thank you for your interest in the Woodberry Poetry Room's audio-visual collection. We look forward to assisting you in securing a scholarly-use copy for your research and/or teaching needs. Scholarly-use requests will be assessed on a case-by-case basis.

By requesting this item, you affirm that you have read and assent to the warning concerning copyright restrictions and the researcher agreement below, and that you are seeking this material for non-commercial, one-time scholarly or teaching use. Any additional use of this item will require permissions from the respective estate or copyright holder.

If a digital copy of the requested already material exists, we will arrange to send you a copy. All listening copies are currently created in .MP3 format and are delivered to patrons via electronic transfer. All video copies are created in .MP4 format and are likewise sent via a large-file transfer service.

If no digital access copy is available, we will assess the item and determine if the material can be safely transferred. Requests may be refused if items are deemed too fragile to be transferred without damage, or if there are legal arrangements that need to be respected. If we are able to fulfill your request, we will respond with a price quotation. Pre-payment is required for all duplication services.

Please note that listening copy requests for a recording for which we were not the original producer requires permissions from the original sponsor. In addition, we do not make copies of commercial recordings.

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This notice is posted in compliance with Title 37 C.F.R., Chapter II, Part 201.14.

## **PATRON INFORMATION**

NAME:

ADDRESS:

EMAIL:

REQUEST DATE:

## **CITATION INFORMATION**

AUTHOR/READER:

TITLE (IF APPLICABLE):

RECORDING DATE:

HOLLIS OR LOC NUMBER:

## **PATRON AGREEMENT**

By submitting this request I understand that

1. this is a request for an A/V recording as defined under copyright law (Section 101);
2. the copy will be used only for purposes such as private study, scholarship, or research;
3. any use beyond these purposes will require permission from the rightsholder;
4. the Woodberry Poetry Room neither holds copyright in this work, nor can grant any further permission;
5. and, in addition to citing the rightsholder, I will acknowledge that the material recording was provided "courtesy of the Woodberry Poetry Room, Houghton Library, Harvard University."

## **RETURN FORMS TO:**

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