

Instructions: Please print and fill out form, and return to a full-time music library staff member with blank media for duplication.

REQUEST FOR PERMISSION TO DUPLICATE AN AUDIO / VIDEO RECORDING

Name: _____ Date: _____

Phone number where you may be reached: _____

I would like to request that the following item be reproduced:

Call No (if item is from music library collection): _____

Side/Disc: _____ Selection/Track No: _____

Title of Piece: _____ Composer: _____

Please use one form for each piece requested.

Purpose of the duplication and any special considerations:

I understand that by completing this form, I am not guaranteed that this request will be approved. If approval is given for fair use purposes, I understand that I must destroy the copy after the use stated above. I also understand that this request will not be considered until the form is filled in COMPLETELY, and blank media has been provided. If the request is approved, I agree to abide with the stipulations outlined on this form.

Signed: _____ Date: _____

Approval: _____ Date: _____

Special Instructions: _____