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INSTRUCTIONS FOR REQUESTING AUDIOVISUAL REPRODUCTIONS

You will need Adobe Reader (version 8 or later) or Adobe Acrobat to electronically fill out the Reproduction Request Form.

Alternatively, you may print out the form and fill it out by hand.

- 1. Read the *Licensing, Copyright & Privacy Statements* on page 2 of this packet and consult the Price List on page 3.
- 2. Fill out the **Reproduction Request** on page 4 of this packet, including:
 - Collection ID, File ID# (see below for examples of File IDs), Description of content and Type of Copy Requested
 - Fill in anticipated total cost
 - Include any special instructions and additional notes
- 3. Complete Shipping and Billing information on page 5 and select Payment Option:
 - Requesting an Invoice this is strongly recommended for White House Tapes or Beta SP/Digibeta orders (for which program length determines cost), or if you are uncertain as to the number of tapes/reels needed to complete your request
 - Note: Credit Card Purchases require a card holder signature *only* if the total exceeds \$100
- Save the Reproduction Request Form and email it to the Nixon Library Staff member that has been assisting you or to <u>Project.Nixon@nara.gov</u>. You may also fax it to 714-983-9111

Examples of collections TD's and File TD's.				
Collection	ID	Sample File IDs		
White House Tapes	WHT	Oval #488-15		
White House Photo Office	WHPO	8549-25A		
White House Communications Agency Videotape Collection	WHCA	3373 or W-096		
White House Communications Agency Sound Recordings	WHCA SR	J- 124 or P-700418		
Naval Photographic Center Film Collection	NPC	1211-180-72		
Main Video File	MVF	008		
Motion Film File	MFF	208		
Main Audio File	MAF	7304142		
Oral Histories	OH	See note below		

Examples of Collections ID's and File ID's:

Note: Oral Histories do not have "File $\mathsf{ID}'\mathsf{s}"$ – specify the name in the Description field



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AUDIOVISUAL REPRODUCTION FEE SCHEDULE

PRODUCT	CHARGE (PER ITEM)
Video Services	
DVD	\$30.00
Beta SP (30 min. or shorter)	\$75.00
Beta SP (30 to 90 min.)	\$150.00
Digibeta (30 min. or shorter)	\$120.00
Digibeta (30 to 90 min.)	\$240.00
Audio Services	
CD	\$15.00
Still Photographic Services	
High Resolution Scan (up to 8.5 x 14)	\$20.00
High Resolution Scan (larger than 8.5×14)	\$25.00
Reference Scan	\$10.00
Rush shipping	\$25.00

Revised 5/17/2012

The Nixon Presidential Library and Museum's website is http://www.nixonlibrary.gov.



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AUDIOVISUAL REPRODUCTION REQUEST FORM

You may complete this form electronically, click save at the bottom and email directly to the Nixon Library Staff or to <u>Project.Nixon@nara.gov</u>

Item Reproduction Request List

Collection (WH Tapes, NPC, WHPO, WHCA etc)	File/ID # (OVAL #488-15, Roll/Frame#, P-700110, 1211-223-73, etc)	Description of Subject or Content	Format of Copy Requested (Jpeg, TIFF, CD, DVD, Digibeta, etc)
FILL IN YC	UR PRELIMINAR	Y (ANTICIPATED) TOTAL HERE	

Note: Video, Film and Audio programs are duplicated in full – no editing or compilations.

Special Instructions

By completing this form, I confirm to have read and to understand the terms stated in the *Licensing, Copyright & Privacy Statements* on page 2 of this packet.

SAVE & EMAIL THIS FORM TO NIXON LIBRARY STAFF OR TO Project.Nixon@nara.gov



Shipping Information	DATE:
Name (Ship To):	_
Shipping Address (include Suite#):
City:	
State: Zip Code:	Phone:
Email:	
City:	
State: Zip Code:	Phone:
Purchaser/Card Holder Email:	(email confirmation required for Third Party Charges)
Signature (as it appears on card):	

(Cardholder signature required only for credit card purchases exceeding \$100)

SELECT INVOICE OPTION OR PROVIDE PAYMENT INFORMATION

PLEASE SEND ME AN INVOICE - Recommended if you are uncertain as to the number of copies needed to complete your order or if program length(s) determine cost (Beta SP or Digibeta).

VISA	Mastercard	American Express	Discover	
Credit Card Number:				
Exp Date: CVV# (code on the back of the card):				
Check #:		(Payable to Nix	on Library-NATF)	

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