



NATIONAL LIBRARY OF MEDICINE  
History of Medicine Division  
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Bethesda, MD 20984

## Historical Films and Videos Duplication User Agreement

In order to safeguard archival footage from the National Library of Medicine from misuse, damage, loss, or misappropriation when it is loaned out for processing, we require all users to agree to the following procedures:

The film must be processed at a reputable film laboratory, approved by the National Library of Medicine, with experience in handling vintage footage.

- The film may not leave the National Library of Medicine for more than one month.
- All financial transactions must be conducted between the user and the laboratory.
- The film must be hand carried to and from the laboratory by a special messenger service.
- The user must take sole responsibility for meeting the copyright requirements.
- The film must be copied in its entirety; portions may not be copied.
- If any of the footage is used in the completed film or video, credit must be given to the "History of Medicine Division, National Library of Medicine" in the program credits.

I agree to the above. I certify that:

\_\_\_\_\_ I have received copyright permission.

\_\_\_\_\_ The work is not entered in the Copyright Office of the Library of Congress's Catalog of Copyright Entries and bearing no copyright symbol is assumed to be in the public domain.

\_\_\_\_\_  
Signature of User Title Affiliation

\_\_\_\_\_  
Address Phone number

\_\_\_\_\_  
Production date Film title and accession/call number

\_\_\_\_\_  
Format (original) Color/B&W Sound Language Tape length Format (copy)

\_\_\_\_\_  
Reproduction laboratory Address Phone number

\_\_\_\_\_  
Contact at laboratory Date loaned Date returned

\_\_\_\_\_  
Authorized by Title Date