



The Museum of Broadcast Communications

Duplication Request Form

Fax to 312-245-8207 (Attn: Archives Department)

Date _____
Name _____
Company/ Organization _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Work Phone _____ Cell Phone _____
E-mail _____
Purpose for Duplication Request: _____
Deadline for Duplication Fulfillment: _____

MBC Program ID Number & Series Title:

Duplicate From:

- Master Copy
- Access Copy

Duplicate To:

- Beta SP
- U-Matic
- VHS

- CD-R
- DVD-R
- Audio Cassette

Charges:

**See page 2 for instructions and costs.*

Duplication Request	Quantity	Cost per item	Total
Sub-total			
Tax			
Shipping & Handling			
Total			

Payment:

Type; Cash Check # _____ Credit Card Invoice # _____
Credit Card # _____ Expiration Date _____
Name on Card _____
Credit Card Type: America Express Visa MasterCard

Delivery: Pick Up _____ Ship _____

Office Use Only:
 Copyright Cleared (Attach Permission Letter)
 Paid (Indicate Date) _____
 Request Fulfilled (Initials of Staff Member)

Obtaining Copies of Archival Material

The vast majority of the MBC archival collection is protected by original copyrights.

The MBC will not copy any material without permission from the copyright holder.

To obtain a copy of a program in our Archives, please note the following procedure:

1. Patrons must obtain written permission from the copyright holder. To determine who owns copyright:
 - o Contact the [Library of Congress](#) by phone at 202-707-5000.
 - o Contact the [United States Copyright Office](#) by phone at 202-707-5959.
2. If permission is granted, the copyright holder must fax the authorization directly to the MBC at 312-245-8207 along with the completed Duplication Request Form. **Forms without permission will not be processed.**
3. Payment must be received by the MBC before duplication requests are fulfilled. View the [duplication fees](#). Download the [Duplication Request Form](#).

Copyright Exceptions:

- Programs in the MBC Archives that are in the public domain or produced by the MBC may be reproduced.
- News may be reproduced without copyright permission, but not for broadcast. If it is for a broadcast, permission must be obtained from the network or station. Note that under the Fair Use Act, networks can use between 8-10 seconds of footage without permission.

Note: Once a completed Duplication Form, appropriate permission, and payment are received, it may take up to 10 business days to ship the copied program.

Duplication Fees for Archival Material

- Major credit cards are accepted.
- Prices do not include shipping and taxes. Illinois residents pay 10.25% sales tax.
- Shipping cost via UPS Ground is \$7.50, or Chicago residents may arrange for pick up.

Audio Format	Fee	Maximum Length
Standard C60 Cassette	\$30	1 hour
CD-R	\$30	74 minutes

Video Format	Fee	Maximum Length
VHS	\$45	1 hour
VHS	\$60	2 hours
U-Matic	\$75	1 hour
Beta SP	\$75	1/2 hour
Beta SP	\$125	1 hour
DVD-R	\$60	1 hour