

# Audio Digitization Request Form

Digital Projects Office, University Libraries, The University of North Carolina at Greensboro  
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## Researcher Information

Name \_\_\_\_\_ Date submitted \_\_\_\_\_ Date needed \_\_\_\_\_

Address \_\_\_\_\_ Email or Phone \_\_\_\_\_

Name/Title/Description of material: \_\_\_\_\_

\_\_\_\_\_ Date of recording(s) \_\_\_\_\_

Purpose of reproduction \_\_\_\_\_

Special Collections and University Archives reserves the right to refuse any reproduction requests for items staff judge to be too fragile. The patron assumes all responsibility for use of the material, agrees to use the reproduction(s) only for the purpose stated above, and holds UNCG harmless from any liability for copyright infringement, defamation, invasion of privacy, or other violations of state or federal law. A signature below indicates agreement with these terms.

Researcher Signature: \_\_\_\_\_

## Specifications for reproduction:

\* All audio files will be in mp3 format and burned to CD, unless otherwise indicated.

\* Fees are \$5 per tape, \$3 per CD, and \$2 shipping. Rush orders or editing/cleanup: \$10

Number of copies requested: \_\_\_\_\_

Other format/directions: \_\_\_\_\_

## Internal Use Only

**Format** of original: \_\_\_\_\_ Cassette tape (Number of tapes \_\_\_\_\_)

\_\_\_\_\_ Other

## ID number/Collection:

\_\_\_\_\_ Women Veterans (WV0 \_\_\_\_\_)

\_\_\_\_\_ Institutional Memory (OH 002. \_\_\_\_\_)

\_\_\_\_\_ Centennial (OH 003. \_\_\_\_\_)

\_\_\_\_\_ Civil Rights (OH 001. \_\_\_\_\_)

\_\_\_\_\_ Rotary (OH 006. \_\_\_\_\_)

\_\_\_\_\_ Other ( \_\_\_\_\_ )

**Admin use only:** Order filled by: \_\_\_\_\_ Delivered by/Date: \_\_\_\_\_ Date promised: \_\_\_\_\_