



Audio Digitization Request Form

Researcher Information

Name _____ Date submitted _____ Date needed _____

Address _____ Email or phone _____

Name/Title/Description of material: _____

_____ Date of recording _____

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.

Signature

Original Format:

- Compact flash card (No. _____) Cassette tape (No. _____)
- Compact disc (No. _____)
- Server (File path _____)
- Other (Specify: _____)

Project:

- Women Veterans (WV0 _____) Institutional Memory (OH 002. _____)
- Centennial (OH 003. _____) Rotary (OH 006. _____)
- Other: _____

Specifications/Pricing:

Fees are \$5 per tape original, \$3 per CD or other digital original, and \$2 shipping. Additional CD copies of the same material are \$3 each. Editing/clean-up starts at \$10. Normal production times are from 3-5 business days, but arrangements can sometimes be made for faster delivery. Audio CDs will play in any CD player; data CDs are usable only on computers. If you need a CD that will play in all CD players you MUST choose AUDIO CD (WAV). Only the DATA CD (MP3) format is available for MP3 files.

Media:

- CD (provided by patron) CD (provided by us)
- Save to Server (specify directory): _____
- Other (specify): _____

Format:

Quantity: _____

- AUDIO CD (WAV) DATA CD (MP3)
- Other (specify): _____

Admin use only: Order filled by: _____ Delivered by/Date: _____ Date promised: _____