



### USER AGREEMENT: NLM-HMD-Historical Audiovisuals Program

In order to safeguard archival footage held by the National Library of Medicine, we require all users to agree to the following procedures:

1. The film must be processed at a reputable film laboratory, approved by the National Library of Medicine, with experience in handling vintage footage.
2. The film may not leave the National Library of Medicine for more than one month.
3. All financial arrangements must be confirmed between the user and the laboratory before film is released for duplication.
4. The user must take sole responsibility for meeting the copyright requirements.
5. The film must be copied in its entirety; portions may not be copied.
6. If digital files are produced, a copy of each file must be donated to NLM. If a title has been previously digitized and NLM holds copies of the digital files, we reserve the right to provide these to patrons (at no charge), rather than permit additional processing or re-duplication of an original film or tape.
7. If any footage is used in a production, program credits must include "Courtesy of the U.S. National Library of Medicine"

I agree to the above. I certify that: \_\_\_\_\_ I have received copyright permission      OR

\_\_\_\_\_ I have researched this title in the Library of Congress's *Catalog of Copyright Entries* or other reference sources and have determined that it is in the public domain.

Name of User	Affiliation
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Address	Phone number/e-mail address
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\_\_\_\_\_ Film title and accession/call number

Original format (HMD copy)	Color/B&W	Sound/Silent	Duplication format (patron copy)
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Reproduction Laboratory	Address	Phone number
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Contact at Laboratory	Date loaned	Date returned
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Authorized by	Title	Date
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