



Historical Audiovisuals Program: 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:

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 film must be hand carried to and from the laboratory by a special messenger service.
5. The user must take sole responsibility for meeting the copyright requirements.
6. The film must be copied in its entirety; portions may not be copied.
7. If any of the footage is used in the completed film or video, credit must be given to the "courtesy 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.

Name of User	Title	Affiliation
Address	Phone number	
Production date	Film title and accession/call number	
Film Format (HMD copy)	Color/B&W	Sound
	Language	Film Format (patron copy)
Reproduction Laboratory	Address	Phone number
Contact at Laboratory	Date loaned	Date returned
Authorized by	Title	Date