NLM Film/Video Copying Procedures

The National Library of Medicine does not have the capacity to copy films and videos onsite; therefore, all copying is contracted out to vendors. These vendors, Colorlab Inc. and BonoLabs, have been evaluated for their ability to handle historical films and serve patrons of the Library.

To have a copy made of a film/videotape, contact the vendor directly to make arrangements (see accompanying form with vendor contact information). They will provide a price for the copying which should include the cost for picking the film up at the Library and returning it once the copying is completed. The Library does not charge patrons a service fee for copying, but does require that if digital files are produced, a copy of each file is donated to NLM, usually via a portable hard drive provided by the Library. If a title has been previously digitized and NLM holds copies of the digital files, we reserve the right to provide these files to patrons (at no charge), rather than permit additional processing or re-duplication of an original film or tape.

After the arrangements with the vendor have been made, both the User Agreement and the Restriction Notice must be filled out and mailed, faxed, or scanned/e-mailed to:

Sarah Eilers
Manager, Historical Audiovisuals
History of Medicine Division
National Library of Medicine, Bldg 38
8600 Rockville Pike
Bethesda, MD 20894
301-827-4503
Fax: 301-402-7034
eilerss@mail.nih.gov

Once the forms have been received, we will contact the patron to confirm the arrangements, then deliver the film(s) to the Historical Audiovisuals film technician, who creates a manifest and notifies the Preservation Section of the National Library of Medicine. The Preservation Section will contact the vendor and arrange for the film(s) to be picked up.

After the film has been copied, the vendor will send the copy to the patron and return the original to the Library.

If using the film in a production, please include the phrase: ** Courtesy National Library of Medicine.**

Please contact us with questions.