



NLM Film/Video Copying Procedures

The National Library of Medicine does not have the ability to copy films and videos in-house. Patrons must make arrangements with an outside vendor to duplicate materials. The Library provides a list of vendors with the capacity to handle historical films and magnetic tape, but does not endorse a particular vendor.

To have a copy made of a film/videotape, contact a vendor directly to discuss the project (see accompanying form with vendor information). Vendor will provide a price for the work, which should include the cost for shipping NLM's original material to the vendor and back again. 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. Prior to the start of the project, the Library also will provide the selected vendor with a set of guidelines for handling NLM material.

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 arrangements with a vendor have been made, both the User Agreement and the Restriction Notice must be filled out and mailed, scanned/e-mailed, or faxed 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
sarah.eilers@nih.gov

Once the forms have been received, we will contact the patron to confirm, create a manifest for the material, and arrange for the film(s) or tape(s) to be shipped to the vendor, along with NLM handling guidelines.

After processing, the vendor will send the copy(ies) to the patron and return the originals to the Library.

If using an NLM-provided title in a production, please include the phrase: **Courtesy National Library of Medicine.**

Please contact us with questions.