

## Audio Digitization and Processing Fee

This document establishes the policy and fees in effect at the Special Collections Department, University of Memphis Libraries, in regard to the processing of patron requests for digitized audio.

Processing fees include, and are not limited to, the retrieval and digitization of materials held by the Special Collections Department in audio formats. All requests to the Special Collections Department will be reviewed to assess whether the materials are able to be digitized, and fees will be determined by the result of the review. The Special Collections Department reserves the right to decline requests or to restrict the number of audio files requested.

### Fee Structure

Where audio recordings can be digitized in-house, there is a processing fee of \$25.00 per audio recording request. Oral histories or other audio that are comprised of more than one recording will be assessed per recording, i.e. one oral history comprising three audio tapes will cost \$75.00. Special Collections will provide MP3 files for all requests through file sharing download. Special requests for alternate digital formats may be considered upon request.

### Legal Disclaimer

When requesting and making use of copies, the requester assumes full responsibility for any infringement of copyright or other intellectual property rights belonging to the creator or the creator's heirs or assigns. Requesters also accept responsibility for communicating with the holder(s) of copyright concerning permissions to quote or otherwise publish material protected by copyright.

Audio requested (Please provide a name of the interview or description of the audio that you are requesting)

Name: \_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_