

Montana Historical Society Research Center  
 225 North Roberts • PO Box 201201  
 Helena, MT 59620-1201  
 Phone (406) 444-2681 • Fax (406) 444-5297  
 mhslibrary@mt.gov

## Order Form for Reproductions of Audio/Video

**Send to:**

Name:

Firm/Agency:

Address:

City:

Email:

Telephone #:

State:

Zip:

Order No.

*Please complete both sides of form, sign reverse, and return form with payment to the above address.*

Order Taken By:

Date:

### Reproductions Requested

### Type of Reproduction

Catalog Number	Caption or Description	Audio (.mp3 file) \$25.00	Audio (CD) \$25.00*	Video (DVD) \$25.00*	Price

\* Includes up to 2 hours/2 discs.  
 Additional discs will be invoiced at  
 \$10 each.

**Subtotal.....**  
**Rush Order Fee.....**  
**Total Fee.....**

**NOTICE:** Material copied may be protected by copyright law (Title 17 U.S. Code)

#### For MHS Use Only

**Shipping & Handling**  
**Int'l \$15 .....**  
**U.S. \$9.....**  
**E-Delivery (File Transfer Service) \$5**

**Date Mailed:**                      **Date Fees Received:**                      **Invoice #:**

**Commercial Use Fee**  
 (See rate sheet).....

**Date Commercial Use Fee Received:**                      **Invoice #:**

**Grand Total.....**

## REPRODUCTION POLICIES AND REQUIREMENTS

- DELIVERY:** Allow at least three (3) weeks, or 15 business days, for the delivery of reproductions.  
Delivery Methods: 1) via State of Montana File Transfer Service; 2) on CD-R via U.S. Postal Service.
- RUSH ORDERS:** Ten day turn around – double digital recording prices (example: an audio tape is \$50.00)
- CREDIT OR REFUNDS:** The Research Center does not give credit or refunds on any of its reproduction services.
- ONE USE:** Permission will be granted for one-time use only. Any subsequent use requires the written permission of the Montana Historical Society Research Center. All other rights, including those of further reproduction, are reserved in full by the Research Center.
- PUBLICATION /  
COMMERCIAL USE FEE:**
- A permission application must be completed for publication and/or commercial use of recording.
  - An additional fee is charged for each reproduction that is used commercially.
  - A credit line must be given and should read: The Montana Historical Society Research Center, Montana Historical Society, Helena, Montana.
- LOSS OF  
USE PRIVILEGES:** We reserve the right to refuse to provide reproductions to publishers and individuals who have not complied with our policies.
- COPYRIGHT  
RESTRICTIONS:** The copyright law of the Unites State governs the making reproductions of copyrighted material.
- Photocopies or other reproductions can be furnished only under certain conditions, if they will be used solely for private study, scholarship or research. Use of reproductions for other purposes may make the user liable to copyright infringement.
  - This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

---

---

### USE OF REPRODUCTIONS REQUESTED *(COMPLETE THE FOLLOWING INFORMATION):*

- Research  
 Personal Collection

- Publication/Commercial Use *(Complete Permission Application and indicate print run)*  
 Other *(Specify)* \_\_\_\_\_

*I hereby agree to the above policy conditions. It is understood that only single, one time use rights are granted, and further use of the reproduction(s) can only be made with written permission from the Society.*

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

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