

## Video Digitization and Processing Fee

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

Processing fees include, and are not limited to, the retrieval and digitization of materials held by the Special Collections Department in video 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 video files requested.

### Fee Structure

Fees for video digitization and processing are assessed at \$100.00 per hour. This includes retrieval of the files, any necessary editing, and packaging for distribution.

Time is calculated by the hour, not the minute, i.e. digitization that takes 60 minutes or less will incur a fee for 1 hour; 61-120 minutes will incur a fee of 2 hours, etc.

### 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.

Video requested. (Please provide description of the video that you are requesting)

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

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

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

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

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

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

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