



# MEDIA DUPLICATION REQUEST FORM

## for RESEARCH, PRIVATE SCREENING and PRE-PRODUCTION

**Minnesota Historical Society**  
**345 Kellogg Blvd West**  
**St Paul, MN 55102-1906**

**Phone: 651-259-3300**  
**Email: library.permissions@mnhs.org**

Name  Date Ordered   Pick Up  Mail

Address  Location number(s) & Title(s)

City  State  Zip

Phone

Type of Use:  Personal (home or office)  Public (public viewing and/or commercial production)  
 Additional forms for licensing and ordering production copies will be sent with pre-production orders.

**Copy Request: Ask Copy Services Staff for help to complete**

<b>AUDIO</b>	<b>VIDEO</b>
Supplies: Audio Cassette <input type="text"/> X \$ 2.50 = <input type="text"/> Audio CD <input type="text"/> X \$ 3.00 = <input type="text"/> Dubbing (per source item) *High Speed Cassette <input type="text"/> X \$ 5.00 = <input type="text"/> Reel to Reel or "Real Time" cassette (per side of original) <input type="text"/> X \$20.00 = <input type="text"/> *Cassette to cassette transfer only and only if user copy is available  <div style="text-align: right;">AUDIO SUB TOTAL <input style="width: 80px;" type="text"/></div>	Supplies: DVD <input type="text"/> X \$ 7.50 = <input type="text"/>  Dubbing: (per source item) From dubbing copy or online video clip (if available) <input type="text"/> X \$ 25.00 = <input type="text"/>  Transfer (per source item) When no dubbing copy or online clip is available, transfer from original only with curatorial permission. <input type="text"/> X \$175.00 = <input type="text"/>  <div style="text-align: right;">VIDEO SUB TOTAL <input style="width: 80px;" type="text"/></div>

**Patron Signature**

I understand that all copies are for research only. They may not be shown publically, quoted, or broadcast without written permission of the Minnesota Historical Society and the copyright holder. This form does not constitute permission for exhibition, quotation, or broadcast. I agree to indemnify and hold harmless the Minnesota Historical Society from all claims damages, costs and expenses arising out of or from any unauthorized use of this research copy.

PatronSignature \_\_\_\_\_

Date \_\_\_\_\_

**SERVICE AND TURNAROUND TIME**

Rush service is **NOT** available  
Duplications services - **minimum of 5 business days**

Mail check payments to:  
Minnesota Historical Society  
Gale Family Library  
345 Kellogg Blvd West  
St Paul, MN 55102-1906

MHS Member Number

MHS Project #

MHS Budget/Account #

Audio Subtotal

Video Subtotal

Postage & Handling

10% MHSdiscount

Tax

**TOTAL DUE**

Tax Exempt #

Credit Card Payment:  
Name on Card (print)   
Card #  Expiration Date

**MHS Staff Approval**

**Signature of curatorial staff or reference permissions staff must accompany all orders. Signature will permit or deny duplication for research purposes. This form does not grant permission to exhibit, quote from, or broadcast this item.**

Permission to copy GRANTED

Permission to copy DENIED

\_\_\_\_\_  
MHS Staff Signature

\_\_\_\_\_  
Date

**Use Fees per 30 second increments**

- \$ 250 TV Network (MN non-profits, MN media)
- \$ 250 TV Public (Worldwide)
- \$ 125 TV Public (MN non-profits, MN media)
- \$ 750 TV Worldwide
- \$ 150 Educational (Film Festivals, Schools, Libraries)
- \$1000 Commercial Worldwide
- \$ 500 Commercial (MN Media)
- \$ 750 Worldwide Web
- \$1250 All markets media bundle