

Duplication Request Form

Material from the Special Collections of the Music Library (Performance Recording, Paul Lavalle, Gena Branscombe, and James Riley, etc) may be duplicated and purchased from Music Library in the following cases:

School of Music students and faculty members may request a copy of their own performance.
Anyone may request copies of performances, lectures, etc., provided the following conditions are met:

- University has approved copies to be available.
- Copies are for private, educational. (See "Warning Concerning Copyright Restrictions")
- The work is not available for sale, hire, or rent
- The requester agree that the work may not be duplicated without express written permission of JMU

In most cases, due to copyright restrictions a limit of one copy per item per request will be maintained. When multiple tape copies are required and copyright is determined not to be a limiting factor, authorization may be given for production of more than one copy of an item.

Allow one-week minimum for the completion of a request.

Payment, either cash or check, must be received before an order can be claimed.

All orders are to be claimed in the library or postage and handling must be claimed.

The Library will not make copies on customer-supplied media.

The Music Library is not responsible for damages to customer-supplied masters. Protection masters are recommended and can be made for a nominal fee.

A minimum fee will be charged for materials required to complete a copy; additional fees will be charged when editing time or other custom service is required. The total cost may not be determined until the work is completed. Complex jobs should be discussed ahead of time with the Music Library Staff.

The requestor agrees that the work may not be duplicated without further express written permission of JMU.

The Music Library reserves the right to refuse a duplication order.

An alternative to requesting the Music Library perform the service is to schedule a free Personal Duplication Session in the Audio Edit Studio.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose than private study, scholarship or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement and/or subject to criminal prosecution.

James Madison University and Music Library are not responsible for misuse of copies and/or any copyright infringements caused by copies duplicated for clients. James Madison University assumes no responsibility for damage to customer supplied masters. Masters and copies not claimed within 4 weeks of the request will be disposed of.

Your signature will be required on your order signifying you have read this policy and that this order is not in violation of any copyright laws.

Your Name (Last, First) _____ Email Address _____

Address _____ City _____

State _____ ZIP _____ Phone _____

I Certify that I will use this only for private educational purposes or that I am a listed performer. I agree that the requested work may not be further duplicated without the express written permission of JMU.

Signature _____ Date _____

Processing No. (Staff only) _____

Prices will not change without notice except for materials as per suppliers and labor per university policy.

Please add \$4.00 (prepaid orders only) for shipping and handling for each CD shipped within the continental United States.

Cost by media Type:

- Sound recordings--\$10.00 per disc (all duplicates will be to Audio CD-R)
- Scores/Manuscripts/etc--\$.25 per 8.5x11 page, all other sized \$.50.

Collection Name	Call No. of Master	Title	Tracks of parts

Mail form, with payment, to:

Music Library
James Madison University
MSC 7301
Harrisonburg, VA 22807