

FORT HAYS STATE UNIVERSITY RULES APPLYING TO THE USE OF AUDIO AND/OR VISUAL MATERIALS IN FORSYTH LIBRARY

Forsyth Library at Fort Hays State University retains audio and/or visual materials (hereinafter called AV materials) solely for research use. Use of AV materials in the Special Collection Area(s) of Forsyth Library is governed by rules applying to the use of manuscript and archival material. Such rules are designed to ensure the legitimate use of their contents as literary property. When one of the General rules or Rules for transcription and copying requires consent or Permission for a specific use, it is understood that such consent or permission can be given by the Director of the Library, the University Archivist, or an agent or designatee officially appointed by either, hereinafter referred to as the library or archives' agent.

GENERAL RULES

Only the library or archives' agent may authorize the use of AV materials. Application for their use should be made at least 24 hours in advance of the time they are needed.

AV materials may be in Special Collection Area(s) of Forsyth Library only after the user has the written permission of the archives' agent. AV materials may not be taken from the building, nor used in the building without the consent of the library or archives' agent.

A user may take notes. The user may not copy a photograph or tape nor transcribe a tape without the permission of the library or archives' agent.

IF AV material or a copy of it, is to be quoted or used as any part of a publication, the written permissions of the lecturer, author or photographer, if identifiable, and the library or archives' agent is required. Full citation will be given, including the date and the place of the lecture for audio material and the full name of the depository: for example:

University Archives, Forsyth Library
Fort Hays State University, Hays, Kansas.

Special restrictions may apply to the use of certain AV materials. The library or archives' agent will supply such information.

RULES FOR TRANSCRIPTION AND COPYING

A user may transcribe a tape with the written permission of the agent. All other arrangements for transcription are to be made by the user, under the restrictions above.

The library will, under exceptional circumstances, copy tapes or make disc duplicates of sound recordings in its collections, or copy photographs for research use only. The contents may not be purchased, and any fees charged are for the actual costs incurred in copying. In certain circumstances, the user may be asked to return copies to Forsyth Library.

Copies of audio materials will not normally be made for local users.

Copied AV materials may not be recopied, placed in another depository or aired on radio or television. Quotation in publication is under the rules noted above.

Complete the PERMISSION FORM FOR USE OR COPYING OF AUDIO AND/OR VISUAL MATERIALS to obtain access to AV materials in the Special Collections of Forsyth Library.

Adopted by Cabinet 07/94

FORT HAYS STATE UNIVERSITY

USE FEE SCHEDULE FOR AUDIO AND/OR VISUAL MATERIALS

Effective _____, the following fees will be assessed for the use of audio and/or visual materials from the Forsyth Library Special Collections by non—Kansas residents. These fees are in addition to other processing and service charges. When the completed PERMISSION FORM FOR USE OR COPYING OF AUDIO AND/OR VISUAL MATERIALS is returned, an invoice will be issued for use fee charges. The charges must be paid in full prior to the date of publication or broadcast. **Use Fees Will Not Be Refunded.**

Still Photographs

Academic and Scholarly Use (These fees apply only to non-profit corporations or scholars publishing for an academic purpose.)

Use fee for book, filmstrip, motion picture, periodical,
videotape, museum exhibit, poster, etc \$4.00
per image

Commercial Use

Decorative display in commercial location \$10.00
per image
Book, periodical, poster, postcard, calendar \$25.00
per image
Book jacket \$50.00
per image
Filmstrip, videotape, slide show \$15.00
per image
Motion picture, television \$50.00
per image
Advertising \$75.00
per image

Audio and/or Visual Material

Academic and Scholarly Use \$3.00
per minute

Commercial Use \$20.00
per minute

Note: The above fees are in addition to other processing and service charges which are assessed in accordance with the established Schedule of Charges of the Fort Hays State University Media Center which provides the copying service. These charges cover copy negatives, prints, cost of cassettes, etc.

Forsyth Library reserves the right to waive fees or other requirements on an individual basis at the discretion of either the Library Director, the University Archivist, or the Special Collections Librarian. Such waiver of fees can be made only upon approval of written application.

Use fees may be adjusted for large orders at the discretion of the above named persons. Adjustments can be made only upon approval of written application.

Adopted by Cabinet 11/04/92

FORT HAYS STATE UNIVERSITY

PERMISSION FORM FOR USE OR COPYING OF AUDIO AND/OR VISUAL MATERIALS

Because copyright ownership has not been established for many of the photographs, sound recordings on tapes or cassettes, and other forms of audiovisual materials in our collections (hereinafter called AV materials). Forsyth Library requires completion of this permission form. Use fees, if required, will be determined from the information on the permission form. Please read, supply requested information, and return this form to _____, Forsyth Library, Fort Hays State University, 600 Park Street, Hays, Kansas, 67601-4099.

NAME: _____

Institution or Company _____

Address _____

City _____ State _____ Zip _____

requests permission for the one-time use (subsequent use requires reapplication) of the AV material(s) listed below.

Intended Use of the Material(s) _____

Please itemize below each item to be used (attach another sheet, if needed):

Permission to publish or otherwise reproduce the AV material(s) or to use information from this material is granted on a one-time basis only, for the purpose stated above. Copied materials may not be recopied, placed in another depository or aired on radio or television unless this is the intended use stated. Any image reproduced or sound recording utilized will in no way be misrepresented or altered so as to falsify the information it presents.

Please Note: The user assumes all responsibility for conforming with the laws of libel and copyright which may be involved in the use of the materials.

Forsyth Library makes no representation of exclusive ownership of the rights to any image, sound recording or other audiovisual material. It is simply granting permission to reproduce and use such materials as are in its collections.

Payment of cost of reproduction, including cost of producing a copy negative, or sound cassette, must be made in advance, and use fee of \$ _____ must be paid in full prior to the date of publication or other public use, if this is the intended use.

Forsyth Library would appreciate the donation of any publication using materials from its collections.

CREDIT LINE AS FOLLOWS:

I have read and agree to abide by the conditions stated above.

Name: _____
(Signature) _____ Date _____

Approved by: _____
(Forsyth Library Representative) _____ Date _____

(Title)