

Duplication Request Form

1. Special Collections (including JMU Performance Recordings), can be purchased from the Music Library in the following cases:
 - a. **For Customer-Supplied Masters:** All duplication requests of commercially published material submitted to the Music Library must include written authorization of copyright owners
 - b. **For Performance Collection: JMU School of Music students and Faculty** may use this form to request the Music Library make one copy of their performances only. Your name must appear on the program as proof of performance. No proxies, written or otherwise, will be honored. Normal charges are waived for current faculty and students.
 - c. **All others** may request the Music Library make a duplication of a performance recording provided the following conditions are met:
 - i. Copies are for private, educational use
 - ii. The work is not available commercially for sale, hire, or rent
 - iii. The Requester agrees that the work may not be duplicated without the express, written permission of JMU
 - d. **For Special Collections:** Anyone may request the Music Library make a copy under one or more of the following conditions:
 - i. The University has approved copies to be available
 - ii. Copies are for private, educational use
 - iii. The work is not available commercially for sale, hire, or rent
 - iv. The requester agrees that the work may not be duplicated without the express, written permission of JMU
2. In most cases, due to Copyright Restrictions a limit of one copy per item per request will be maintained. When multiple copies are requested and copyright is determined not to be a limiting factor, authorization may be given for production of more than one copy of an item.
3. All duplication requests submitted to the Music Library must include written authorization
4. Allow one-week minimum for the completion of the request
5. Any required payment, either cash or check, must be received before a request can be shipped or claimed. Please make check payable to "James Madison University"
6. All orders are to be claimed in the Music Library or shipping charges will apply
7. The Music Library will not make duplications on customer-supplied media
8. The Music Library is not responsible for damages to customer-supplied masters. Protection masters are recommended and can be made for a nominal fee
9. 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 work is complete. Complex jobs should be discussed ahead of time with the Music Librarian
10. The Music Library reserves the right to refuse a duplication request

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 copyright 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 used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purpose 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 master. Masters and Duplications not claimed within 4 weeks will be disposed.

Your Name (last, first): _____ Email: _____

Address: _____ City: _____

State: _____ ZIP: _____ Phone: _____

Signature: _____ Date: _____

