THE VAUGHAN WILLIAMS MEMORIAL LIBRARY
Cecil Sharp House, 2 Regent's Park Road, London NWI 7AY
+44 (0)2074852206 | library@efdss.org | vwml.org

Sound Recordings and Moving Image Supply Request Form

Please complete this form if you would like to request copies of sound recordings and moving images from our collections.
This form is NOT for requesting permission to publish or otherwise reproduce or share sound recordings or moving images.

Please submit this completed form to library@efdss.org

By signing this form, you agree to the following Terms and Conditions:

- The condition of the item(s) requested will determine if your request can be fulfilled: Preservation of the material is paramount.
- The Vaughan Williams Memorial Library (VWML) reserves the right to refuse orders.
- The total payment amount and payment methods will be confirmed by email after the request is made. Please do not attempt to pay until you receive confirmation.
- Copying will only take place after payment is received.
- Once payment is received, it may take up to two weeks to receive files. Large requests may take longer, but you will be advised.
- Files will be sent via WeTransfer or email.
- The VWML are not able to undertake research on your behalf.
- You will not supply a copy of the files to another party, unless permitted to do so.
- Requests will be fulfilled in adherence to current copyright law.
- If you wish to reproduce any sound and/or moving images from the VWML, you agree to complete an **Application for Permission to Reproduce Sound Recordings and Moving Images** (see https://www.efdss.org/vwml-about-us/services or email library@efdss.org to obtain a form).

Please choose from the following:

☐ I can confirm that these sound clips/moving images will be used only for personal study or research **OR**

☐ The requested sound clips/moving images are required for reproduction and I have completed or will complete an **Application for Permission to Reproduce Images.**

Please select the format you require: (All prices include VAT)

☐ **Sound recordings** (*Sent as mp3 files*) **£5.00** per track

☐ **Moving image recordings** (*Sent as mp4 files*) **£10.00** up to 5 min
£20.00 over 5 min

Details of item(s) requested (Please attach an additional sheet if more images are required)

Reference or barcode number (if known)	Details of item (title of track and album/title of film and location of clip OR name of collection and description of recording/moving image)	Price
Examples: **SCD CDA BBC 90** **VDVD 105**	**CD archive project 90 : Lanarkshire. Track 20. Pibroch: The Old woman's Lullaby** **Way of the Morris. Clip from 51:05-57:25**	**£10.00** **£20.00**
		TOTAL: 0

I have read and I agree to the Terms and Conditions of this request form:

Name:		
Address:		
E-mail:	**Telephone:**	
Signature:		**Date:**

The data supplied on this form is used by the VWML for security and copyright purposes and will not undergo any secondary processing. In accordance with General Data Protection Regulation (GDPR), your information will be kept for a period of 5 years, at which point it will be securely destroyed.