

AUDIO RECORDINGS REQUEST FORM

National Cowboy & Western Heritage Museum
Donald C. & Elizabeth M. Dickinson Research Center
1700 NE 63rd Street
Oklahoma City, OK 73111

Job # _____
Date Received: _____
Fax forms to: (405) 478-6421
Email: askarchives@nationalcowboymuseum.org

_____		_____		
Name		Institution/Company		
_____		_____		
Mailing Address		City/town	State	Zip
_____		_____		
Telephone #	Fax #	E-mail		

Audio Recordings Requested

Price

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	Shipping _____
	Total _____

Use of Materials:

Credit line should read:

© Dickinson Research Center, National Cowboy & Western Heritage Museum, Oklahoma City, Oklahoma.

Reproduction rights, if given, are for one time, one edition only. Credit must be given for each audio recording. National Cowboy & Western Heritage Museum is to receive a complimentary copy of the resulting publication.

- _____ Materials will be used for publication/production. *(Please contact Research Center Director to discuss.)*
- _____ Materials will be used for personal/study purposes only. *(Please sign below.)*

I understand that the materials listed above are expected to be used for personal, educational or academic purposes (e.g., study, teaching), and may not be published, redistributed, reproduced, modified or otherwise used for personal or corporate gain without the Museum's prior written consent. In all uses, the Museum must be acknowledged and the above credit line must be included.

_____	_____
Signature	Date

AUDIO RECORDINGS FEES PRICE SHEET

The service of providing audio recordings has a usual turn-around of 5-10 days from the request date. We cannot provide "rush" orders for sound recordings that still need to be digitized.

Formats of Available Audio Recordings & Production Fees:

Depending on the original format of the audio recording, production fees will differ. These production fees are listed below. These are the prominent sound recording formats we have in our collections and can be provided on compact disc (CD) for personal/study uses. If you are inquiring for publication/production use, please contact our Research Center Director to discuss.

Existing digitized audio recordings: \$5 per recording

Materials that need to be digitized:

Compact Disc (CD) \$10 per recording

Sound Cassette \$10 per recording

Mini Disc (MD) \$10 per recording

Audio-only from video recordings \$25 per recording

Digital Audio Tape (DAT) \$50 per hour of recorded time

Audio Recordings will be provided on audio CD only.

SHIPPING FEES

First class for CD: \$1.00

Credit Card Information Form

National Cowboy & Western Heritage Museum
Donald C. & Elizabeth M. Dickinson Research Center
1700 NE 63rd Street
Oklahoma City, OK 73111
Phone: (405) 478-2250 x290
Fax: (405) 478-6421

Name on Card:	
Billing Address for Card:	
Credit Card #:	
V-Code*:	
Expiration date:	

* This is a 3-digit number on all VISA, Master Card and Discover Cards. It is found on the back of the card in the signature block. It may be preceded by the whole card number or it could be preceded by only the last four digits of the credit card number. At this time American Express does not use a code.