

The Historic New Orleans Collection — Williams Research Center

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REQUEST TO USE SOUND RECORDINGS

Name:

Date:

Company:

Telephone:

Address:

Email:

I hereby apply to The Historic New Orleans Collection (THNOC) for permission to use the following sound recordings from its collections for the Project described below: (Please state specifically and in detail the sound recordings you intend to use; attach extra pages, if necessary.)

Accession no.

Secs:

Accession no.

Secs:

Accession no.

Secs: _____

Total Time:

Please provide use information:

Producer/Curator/Responsible Party:

Production Company/Institution:

Title of Project:

Medium/format:

Total running time of project:

Projected date of Release:

Intended Audience:

Commercial/ non-commercial (circle one)

if non-commercial, Not-For-Profit Federal Tax ID Number: _____

Do you need to borrow an editing copy? (Circle one) **YES** **NO**

FedEx Acct. No.: _____

I certify that the information provided above is correct. I understand that I do not yet have the permission of THNOC to use any of its materials. To receive permission for use, this request must first be approved, and I must enter into a written agreement with THNOC governing the terms and conditions of use and pay any necessary fees. I also understand and agree that all editing copies must be returned to The Historic New Orleans Collection, as must any duplicates created during the editing process. Editing copies must be returned to The Collection within one week of receipt, unless other arrangements are approved in writing by THNOC.

Signature: _____

Date: _____

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