



College Archives
Alumni Library
Bard College at Simon's Rock
84 Alford Road
Great Barrington, Massachusetts 01230
archives@simons-rock.edu

Audio Visual Copy Request Form

Copies are prepared solely for the use of the researcher and may not be reproduced, published, broadcast without the prior written permission of the College Archives. There is a \$5 service charge per DVD copy, please send a check with this form made out to "Bard College at Simon's Rock."

- Name:**
- Mailing Address:**
- Phone:**
- E-mail address:**

Affiliation (circle all that apply):
SR Faculty / SR Staff / SR Student / SR Alumni / SR Family of student / Other:

Method of Delivery: US Post / e-mail / Self Pick up

Materials requested: (Description and date, please be specific)

Number of copies requested:

The Archives reserves the right not to accept a audio visual request if, in the staff's judgment, fulfilling the order will damage the collection or involve violation of [United States Copyright Law \(Title 17, U.S.C.\)](#).

Archives use only
Call #/ Box # _____
Material located by _____ Date _____
Material copied by _____ Date _____
Material returned by _____ Date _____