



## NLM Film/Video Copying Procedures

The National Library of Medicine does not have the capacity to copy films and videos onsite; therefore, all copying is contracted out to vendors. These vendors, Colorlab Inc. and BonoLabs, have been thoroughly evaluated for their ability to handle historical films and serve patrons of the Library.

To have a copy made of a film/videotape, contact the vendor directly to make arrangements (see accompanying form with vendor contact information). They will provide a price for the copying which should include the cost for picking the film up at the Library and returning it once the copying is completed. The Library does **not** charge patrons a service fee for copying.

After the arrangements with the vendor have been made, both the User Agreement and the Restriction Notice have to be filled out and mailed, faxed, or scanned/e-mailed to:

Sarah Eilers  
Manager, Historical Audiovisuals  
History of Medicine Division  
National Library of Medicine, Bldg 38  
8600 Rockville Pike  
Bethesda, MD 20894  
301-827-4503  
Fax: 301-402-7034  
eilerss@mail.nih.gov

Once the forms have been received, we will contact the patron to confirm the arrangements, then deliver the film(s) to the Historical Audiovisuals Film Technician, who creates a manifest and notifies the Preservation Section of the National Library of Medicine. The Preservation Section will contact the vendor and arrange for the film(s) to be picked up.

After the film has been copied, the vendor will send the copy to the patron and return the original to the Library.

If using the film in a production, please include the phrase: **Courtesy National Library of Medicine.**

Please contact us with questions.