



American Dance Festival

ADF Video Interlibrary Loan Policy

The noncirculating ADF Video Viewing Collection is housed at Duke's Lilly Library and can be viewed there. ADF Video Interlibrary Loan (ILL) assists scholarly research and study by loaning videos from the ADF Video Viewing Collection at Duke's Lilly Library to remote patrons. The Duke Libraries ILL system will oversee the loan request and fulfillment to a patron's library. For select requests, ADF will oversee the loan request and fulfillment to a patron's library directly.

Up to four (4) ADF videos can be loaned at a time.

The loan is for two weeks and is nonrenewable.

Viewing must take place within the borrowing library.

Teachers who want to use a video for in-class viewing should contact the ADF Archives with a request for an amendment to ADF restrictions on library viewing.

The patrons must comply with copyright restrictions and must not duplicate any video.

When checking out an ADF video, a patron must sign a use agreement [see attached].

The borrowing library returns the borrowed video(s) to the Duke ILL Office or ADF Archives, as arranged before the loan is made, using standard safe mailing procedures.



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ADF Video Interlibrary Loan Procedure

1. Search the Duke University Libraries Online Catalog <http://catalog.library.duke.edu/> for ADF videos.

2. Send a written statement to the ADF Archives by email at adfarchives@americandancefestival.org or fax to 919-684-5459 giving the titles, call numbers, and descriptions of up to four (4) videos. Include the specific purpose for the request, any deadline for viewing the video, and contact information.

To see a video that is not listed in the Duke catalog, contact the ADF Archives. If the video is in Archives, the Archives will verify its availability, and add it within a reasonable amount of time to the ADF Video Viewing Collection and the Duke catalog. In select situations, the ADF Archives might send videos directly to a patron's library.

3. Once the availability of the video has been verified, the ADF Archives will give approval of the loan to the patron directly. Approval may in some cases be denied.

4. A patron then submits an ILL request to his or her library, which will send a formal request to borrow the video to Duke University's ILL office:

illrequests@duke.edu

919-660-5890

ILL Office

Perkins Library

Duke University

Durham, NC 27708.

If questions arise during this time, contact the ADF Archives at adfarchives@americandancefestival.org or 919-684-4402.

5. Upon receipt of the video, the borrowing library will contact the patron, oversee the patron's use, and return the noncirculating video.

6. The borrowing library is asked to obtain patrons' signatures below in acknowledgment of use policy and to apprise the number of users.

7. At the end of the two-week loan period, the video will be returned to the Duke ILL office by the borrowing library.

If the video was sent directly from the ADF Archives, the borrowing library must return it directly to ADF Archives, 715 Broad Street, Durham, NC 27705



Archives

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ADF Video Interlibrary Loan Patron Use Agreement

To Borrowing Library:

Please have all patrons sign this form before viewing any ADF video. Return the form with the video(s).

As a library patron viewing an ADF video, I sign below to indicate my agreement with the following:

1. Patron will comply with US copyright laws and will not reproduce, use, or broadcast the video for commercial purposes.
2. Patron will view the video in the borrowing library only.
3. Patron will return the video within specified periods according to the borrowing library's policy.

Patron Signature

Date

Patron Signature

Date

Patron Signature

Date

Patron Signature

Date