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- M4A and MP4 files are the default format; contact PRD if another format is required.

ITEM DETAILS

Repository (R) _____

Collection (R/A) _____

Location/Call No. (R/A) _____

CLIO No. (R/A) _____

Title and/or Description of Recordings (R; attach metadata spreadsheet if necessary)

For Oral History interviews, please specify Biographical or Project (Specify): _____

Work Title (R/A) _____

Format (R) _____

Date (R) _____

For assistance in filling out the above fields, please refer to our [Guide to Metadata Elements](#).

FEES

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Reel to reel tapes, cassettes, LPs, 78s, Minidisks, VHS, etc.*	Per item	\$60	\$70	\$75	
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