



MASTER RECORDING LICENSE REQUEST FORM

Print or download this form, complete it, then scan/email this form to [griffinw@si.edu](mailto:griffinw@si.edu) (attn: Will Griffin)

**Date:** \_\_\_\_\_

**Requestor:**

Company	_____	Contact	_____
Address	_____	Phone 1	_____
	_____	Phone 2	_____
	_____	Fax	_____
	_____	E-mail	_____

**Requested Master:**

<u>Artist</u>	<u>Track Title</u>	<u>Recording Title</u>	<u>Catalog #</u>	<u>Duration of Use in Work</u>

To research catalogue number, track title, etc. of Requested Master, go to "Search" at [www.folkways.si.edu](http://www.folkways.si.edu).

**Title of Your Project (the Work):** \_\_\_\_\_

**Release Date:** \_\_\_\_\_

**Nature of Your Project**

**Requestor is (check one):**

- ☐ For-Profit
- ☐ Not-For-Profit\*
- ☐ Educational
- ☐ Museum
- ☐ Other

**Requestor's project is (check as many as apply):**

- ☐ Audio / CD Compilation
- ☐ Radio
- ☐ Audio / other
- ☐ Multi-media
- ☐ Online Publication
- ☐ Synch / theatrical
- ☐ Synch / television
- ☐ Synch / video
- ☐ Book / reprint
- ☐ Other

**If "Other" please describe:**

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\* Not-For-Profit organizations must provide a copy of Form 501(c)3.

Describe in detail the intended use of the Smithsonian Folkways Recordings master(s) in your project.

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**Desired Grant of Rights**

**Term of Use** \_\_\_\_\_ **Territory** \_\_\_\_\_

**Media** \_\_\_\_\_

**Option(s)** \_\_\_\_\_

**Initial number of units to be manufactured (if applicable)** \_\_\_\_\_

**Additional Notes**

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**Proposed fee** \_\_\_\_\_

**Smithsonian Folkways Recordings / Master License Request: Notes**

- Print this form, complete it and **scan/email** it to **Will Griffin** (email: [griffinw@si.edu](mailto:griffinw@si.edu)). Please allow up to five business days for response to this request.
- **This request is for use of the master recording only.** Separate permission must be obtained from the song's publisher(s). We recommend you begin your music publishing research at BMI.COM, ASCAP.COM and SESAC.COM.
- The use of any Smithsonian Folkways Recordings master requires a credit. Our preferred credit copy is: "[Track Title]" by [Artist] from '[Recording Title],' [original Record label] [original catalog number], provided courtesy of Smithsonian Folkways Recordings. © [Copyright year]. Used by permission.  
*Example:*  
*"Freight Train" by Elizabeth Cotten from 'Freight Train and other North Carolina Folk Songs and Tunes,' Smithsonian Folkways SF40009, provided courtesy of Smithsonian Folkways Recordings. © 1989. Used by permission.*  
Additional credit may be required and will be specified in license agreements.
- All uses are subject to the terms and conditions of Smithsonian Folkways Recordings' standard licensing agreement.

**For more information please contact:**

Will Griffin  
Licensing Specialist  
ph: 202-633-6457  
fax: 202-633-6754  
[griffinw@si.edu](mailto:griffinw@si.edu)

**Licenses and correspondence should be mailed to:**

attn. Will Griffin  
Smithsonian Folkways Recordings  
PO Box 37012 MRC 520  
Washington, DC 20013-7012