

## Film/Video Footage Order Form

**Requester:** To order preview or broadcast quality copies of film footage from the UMKC University Archives collections, complete this Order Form and sign at the bottom indicating that you accept the conditions in the UMKC University Archives “**Letter of Agreement** for the use of motion picture and video footage”. Return both pages along with the proper payment. A photocopy of this order form will be sent to you with your order; the original will be retained on file at UMKC University Archives.

Today's Date: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

Requester: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Brief description of the proposed use of the requested material:

- Television/Video       Presentation/Lecture       Digital Publication  
 Educational, non-commercial       Personal research       Theatrical distribution

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated date of completion of project: \_\_\_\_\_

### Material Requested

Collection name/number: \_\_\_\_\_

Description: \_\_\_\_\_

- VHS (timecoded)       VHS       SVHS       MiniDV       BetaCam SP

Special instructions: \_\_\_\_\_  
\_\_\_\_\_

Method of Delivery:     pick up       First Class Mail       FedEx \_\_\_\_\_  
Account to be charged

The CONDITIONS of the UMKC University Archives “**Letter of Agreement**” are approved and agreed to by:

Requester's Signature: \_\_\_\_\_

Requester's Title: \_\_\_\_\_ Date: \_\_\_\_\_

Use Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Rights owned by UMKC University Archives:  Yes     No    \_\_\_\_\_  Not known

Production Cost: \_\_\_\_\_ Use fee: \_\_\_\_\_

## Film/Video Use Fee Schedule

Use in any medium requires written permission from the Associate Director of UMKC University Archives. The user assumes all responsibility for questions of copyright that may arise in the duplication and use of the material.

Price is listed at the cost per second (five second minimum). Fees listed are separate from, and in addition to, duplication fees. Fees are subject to change without notice.

	Local Distribution (one market)	National distribution	World-wide distribution
<b>Television</b>			
Network/syndication/pay/cable	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$50.00
Non-commercial station (i.e. PBS)	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$25.00
Commercials	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$60.00
<i>Additional fees for</i>			
Home video sales/rentals	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$10.00
<b>Corporate presentations, live events, concerts</b>			
<i>Additional fees for</i>			
Home video sales/rentals	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$10.00
Educational,* non-commercial	<input type="checkbox"/> \$5.00	<input type="checkbox"/> \$5.00	<input type="checkbox"/> \$5.00
<b>Educational,* non-commercial</b>	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$20.00
<b>Home video sales/rentals only</b>	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$25.00
<b>Theatrical distribution</b>			
<i>Additional fees for</i>			
Network/syndication/pay/cable	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$45.00
<b>Computer software/CD-ROM</b>			
Commercial	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$50.00
Educational,* non-commercial	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$20.00
<b>Personal research†</b>	<input type="checkbox"/> \$0	na	na
<b>News media‡</b>	<input type="checkbox"/> \$0	na	na

The following discounts apply to the above use fees:

- 20% off the total use fee for 3 minutes or more of footage
- 30% off the total use fee for 5 minutes or more of footage
- 50% off the total use fee for 10 minutes or more of footage.

\* Educational means: produced by schools, libraries, or museums.

† Personal research copies may not be broadcast, duplicated, or donated to another institution.

‡ News media may use images free if properly credited.

## Letter of Agreement

for the use of motion picture and video footage

In accepting the footage supplied, you agree...

1. To use the footage only once and only for the purpose described on the Film/Video Footage Order Form. Any subsequent or different use of the footage (i.e. releasing broadcast productions as videos for the home market, etc.) not specified in this agreement constitutes a reuse and must be applied for in writing. A signed Letter of Indemnification, which will state the rights granted, will be required for all publication use.
2. Not to reproduce this footage except as is necessary to exercise the rights authorized by this agreement.
3. Not to transfer, sublicense, or sell the rights authorized by this agreement or to permit others to reproduce the footage or any facsimile of it by any means for any purpose.
4. To return all footage to the UMKC University Archives within 30 days of the completion of its use as specified in the letter of agreement. No refunds will be made for unused or returned copies.
5. To credit properly. The following is the basic credit line: "From the University of Missouri-Kansas City University Archives". Additional guidelines concerning proper crediting are provided below.
6. When requested, to give to UMKC University Archives one complimentary copy of any work in which the footage appears.
7. That in authorizing the use of this footage, UMKC University Archives does not surrender its own right to use it or grant others permission do to so.
8. To assume all responsibility for complying with the laws of copyright, libel, privacy, and literary property rights involved in copying and/or using materials from the UMKC University Archives, and holding the University and its collection donors harmless for questions that may arise from the use made of the supplied footage.
9. That any exceptions or additions to these Conditions will be appended to, and will be considered part of, this Letter of Agreement.
10. To pay all costs associated with providing this footage and applicable use fees.

### RECOMMENDED GUIDELINES FOR CREDITING

Our basic credit line is "From the University of Missouri-Kansas City University Archives" (shortened to "UMKC University Archives"). When appropriate, the name of the series from which the image comes should also be cited (i.e. "The College of Arts & Science photo series in the UMKC University Archives" should be included in the credit line.

Crediting of the footage at the point where it is used is preferable in all cases; otherwise, include the credit with the other "Sources of Illustrations."

In publications that accompany such products, credit at the point where the image is discussed.

With exhibitions and other displays, credit within the exhibition area.

Whenever possible, please indicate in the accompanying caption or label any and all changes made to the original footage such as taking a detail, superimposing, tinting, etc.

## Film Footage Reproduction Fee Schedule

Time-coded VHS reference use copies are available for a thirty (30) day loan at a cost of \$10.00 per cassette. These VHS copies are loaned for study and selection purposes only and may not be reproduced, broadcast, or shown to audiences. Copy footage in other formats is not available for personal research use.

Broadcast quality duplicate copies of original film footage in the UMKC University Archives collection are available in Betacam SP master, MiniDV master, or SuperVHS master formats. All duplicate copies are provided on loan for a period of thirty (30) days.

### TURN-AROUND TIME:

- Standard Service: The normal turn-around time for an order is 2 weeks from receipt of the completed and signed Letter of Agreement and payment to the time we ship the order.
- Expedited Service: For orders shipped in less than 2 weeks a 50 percent surcharge will be added to the order.

### TRANSFER AND USE FEES:

- Transfer Fees: UMKC University Archives maintains broadcast quality masters of much of its film footage on 60 minute Betacam SP tape. If the requested footage is not on Betacam SP MiniDV, or SuperVHS, then an additional film transfer cost will apply. When a patron requests a copy of a particular piece of footage we will duplicate only the part of the tape desired. The costs to transfer footage/tape is as follows:

	Lab Time	Tape Stock	Total
Copy to VHS	\$10.00	-	\$10.00
Copy to SuperVHS	\$10.00	\$15.00	\$20.00
Copy to MiniDV	\$10.00	60 min. = \$20.00	\$30.00
Copy to Betacam SP	\$30.00	30 min. = \$30.00 60 min. = \$60.00	\$60.00 \$90.00
Film transfer	\$.25/foot	cost of Betacam copy	