

Lynn and Louis Wolfson II FLORIDA MOVING IMAGE ARCHIVES

REQUEST PROCEDURES

1. Submit (via e-mail, letter or fax) a detailed request of the footage or film and video you are seeking. Please include any facts or additional information that may assist us in locating the material (names, dates, locations, etc.).
2. Send check or money order for \$150.00 in U.S. funds payable to Miami Dade College. (we can now accept credit card payment through PayPal). Please include "**Lynn and Louis II Florida Moving Image Archives**" in memo/note line. Bank wire transfers are an option. This fee will be applied toward four hours of research time and all technical charges to produce screening cassettes ("window dubs"). Payment must be received **before** we can begin your request. Let the archives know if an invoice for the research fee is needed. This fee is required for **all** requests for copies of materials and programs held in the Archive.
3. If necessary, initial research will be completed within a few days and a fax or letter will be sent to your company with a rundown of available materials. Choose the segments you wish to see in a screening cassette. This tape will be available within approximately two weeks, depending on the amount of materials requested. In some cases, research will be bypassed and you will receive screening cassettes of archival images relevant to your project. Also allow two weeks for this screening cassette. These screening tapes must be returned upon completion of your project.
4. When licensing materials from the Archive, please e-mail us at info@wolfsonarchive.org 305.375.1505 to inform us of intended rights to be licensed and request our current rate sheet. **Please note: license fees need to be paid before "clean" master footage is released.**
5. Your final footage selections are itemized from the screening cassettes/window dubs in the archive's required layout. Refer to **Master Footage Order** document. The archive requires **specific time code numbers** to calculate license fees. Clients are billed for precise running times submitted for dubbing. Two seconds of "pad" for each clip's in and out points will be included by technical staff.
6. This final footage tape must be returned upon completion of your project. Also, a copy of the final project in which the footage appears must and all preview cassettes must be sent, as stipulated in the license agreement. Archive's copy of your production should be Digital Betacam, Betacam SP, or DVCam.

If you have any questions or require further information, please contact us.
E-mail info@wolfsonarchive.org Tel. (1) 305.375.1505 Fax (1) 305.375.4436