



**SAN FRANCISCO  
STATE UNIVERSITY**

## SAN FRANCISCO BAY AREA TELEVISION ARCHIVE

### SAN FRANCISCO BAY AREA TELEVISION ARCHIVE ACCESS SERVICE

The San Francisco Bay Area Television Archive (SFBATA) makes footage from its unique collection available to media production companies and others through a professional access service.

SFBATA staff will conduct all preliminary research free of charge. Our basic access fee for additional services is \$100.00. Users must pay a separate courier charge for transport of material in both directions from our off-site storage facility to SFBATA. Charges for our dedicated on-site viewing facilities and/or supply of DVD screeners direct to the user are also in addition to the basic access fee (see below). Film viewings and research visits are by appointment only.

The provision of broadcast standard film-video transfer services for editing is outsourced exclusively through **Monaco Digital Film Labs** of San Francisco and users must deal directly with them.

Please see their web site for further details: <http://www.monacosf.com/>.

We are always happy to discuss individual project requirements with users and our offices are open Monday to Friday, 8:00am-5:00pm for telephone and email enquiries.

### TERMS & CONDITIONS FOR USAGE OF MATERIAL

1. Any usage of material must include an on-screen credit worded: **San Francisco Bay Area Television Archive**. Non-compliance will result in an additional 50% being added to all in-house SFBATA charges.
2. Copyright clearance must be obtained where necessary and confirmed to SFBATA. This is the responsibility and at the cost of the user. When payments to copyright holders and/or donors are required these are in addition to the Archive's charges. Where copyright holders remain unknown, the producer will indemnify the Archive against any claims arising from use of the material.
3. All technical costs of using Monaco Digital Film Labs will be borne by the user, as will the cost of any courier service in both directions between SFBATA, Monaco Digital Film Labs and our off-site storage facility. Material lost or damaged must be replaced at the user's expense.
4. All screeners and master tapes remain the property of SFBATA and must be returned within one month of project completion unless otherwise agreed. The penalty for non-compliance is \$250.00 per title supplied.

### SFBATA RESERVES THE RIGHT TO

- Refuse access to material due to preservation considerations or otherwise at our discretion.
- Limit the number of enquiries handled and/or reschedule appointments, depending on staff availability.
- Stipulate that all material not used in the production will be erased (proof required) or returned to SFBATA.
- Record off-air programs using SFBATA material (for reference).
- View and retain as part of the Archive a copy of the finished production (as broadcast or as distributed).

### IN-HOUSE ACCESS SERVICE CHARGES

Checks/Money Orders should be made payable to the *Bill Hillman Television Archives Fund*. The fund is managed by The University Corporation, San Francisco State. Please remember that this is a tax-exempt 501(c) organization and all contributions are fully tax deductible. Also note that we are currently unable to accept any other method of payment until further notice.

Preliminary research	Free of charge
Basic access fee	\$100.00
Delivery to/from off-site storage	\$15.00 per box (each way)
Film viewings/research visits	\$25.00 per hour
Compilation & supply of DVD screener	\$25.00 per hour (minimum 1 hour)

*Rates effective as of May 2008.*