



## Accessing and Licensing CSH Audiovisual Collections with special attention given to the news film holdings

The Center for Sacramento History houses a large collection of moving images in film, video, and digital formats, with the bulk from local TV news stations KCRA and KOVR. This includes raw news footage, news reports, edited programs, documentaries, commercials, and outtakes from circa 1955-1982. Other major collections include local feature and advertising production companies Alexander Media Services Inc. and Steve LaRosa Productions; KVIE's *Good Old Days* series; Harold N. Ouye family home movies; and multimedia artist and Sacramento City College professor Darrell Forney.

### *Researching and Accessing the Collection*

Researchers interested in accessing the news film collections can conduct preliminary research via the following online resources. Please note that only a small number of our films are digitized and available for viewing online:

Finding aids with film logs for [KCRA](#) and [KOVR](#)

[Video Archive Masters Subject Catalog](#), which lists the most frequently requested footage that has already been transferred to archival formats

Selections from our [KCRA](#) and [KOVR-TV](#) collections digitized and available on the Internet Archive

To request specific footage you've found through our databases, or to ask for our assistance researching our holdings to find what you need, please fill out [this form](#).

PLEASE NOTE: When we find a broadcast title in our index, database, or cue sheets, this does not guarantee we will find the actual footage in the film collection. Some film has been removed, edited, or is missing.

## ***Film Request Fulfillment Process***

After we receive a new film request, CSH follows this basic process:

- 1) When necessary, CSH film tech contractors research our holdings to find your requested content.
- 2) Our film contractors reach out to you to discuss the footage they found, and then provide you with a preview tape/screener with timecodes if the content is not already viewable [online](#). If you are in the area, you can also come in to CSH to view the footage in person.
- 3) Once you've screened the footage, you provide us with the timecodes of the film you want digitized and let us know how you plan to use the film and how many markets you will show it in.
- 4) If necessary, we then ship the film to our preferred digitization vendor, [MediaPreserve](#), for transfer to a broadcast format.
- 5) We send you our license and indemnification agreements and an invoice.
- 6) You return the signed license and indemnification agreements and payment.
- 7) We release the digitized master footage to you, typically through OneDrive or an external drive.

## ***Markets***

CSH licenses the following seven markets:

- 1) Television broadcast (free & paid, digital/satellite/cable), USA and its possessions
- 2) Television broadcast (free & paid, digital/satellite/cable), worldwide except USA and its possessions
- 3) Theatrical release, worldwide
- 4) Online streaming/home release (VOD/Blu-Ray/VHS/DVD/CD), worldwide
- 5) Educational, worldwide
- 6) Radio, English simulcast, worldwide
- 7) All other radio, worldwide

## ***Licensing Fees***

### **Commercial licensing**

- \$13 per second (minimum of 15 seconds) per market for the life of the program
- \$125 non-refundable service fee
- \$120 minimum fee for film tech contractors' work to fill your order

### **Personal and nonprofit licensing**

- \$7 per second (minimum of 15 seconds) per market for the life of the program
- \$65 non-refundable service fee
- \$120 minimum fee for film tech contractors' work to fill your order

The licensee can rebroadcast the program without limit in the originally licensed market(s). However, any re-edit of the footage into a new program or broadcasts into new market(s) will require new licensing agreements and the collection of additional licensing fees.

Master footage will not be released until payments are received. Prices are subject to change without notice.

## ***Invoicing***

You will receive up to three different invoices for your order:

- 1) **From our film tech contractors**, who charge a minimum \$120 service fee for their time working on your project, up to around three hours. The contractors will charge you an hourly fee for services extending beyond that.

- 2) **From MediaPreserve** for their digitization transfer fees.
- 3) **From the Center for Sacramento History** for licensing and service fees, *payable to the City of Sacramento.*

### ***Licensing & Indemnification Agreements***

CSH requires signed license and indemnification agreements before we can release master footage.

### ***Film viewing***

Clients may send their own researchers to view films and take notes with the film specialist; or, the specialist will view films and make reports to clients. Because many films have not been catalogued in detail, verbal reports from the specialist that summarize the film(s) are most cost effective. All research assignments will be undertaken regardless of time required. Appointments with the film specialist to view film may be made between 8 am and 5 pm Monday through Friday.

Film that has already been transferred to videotape can be viewed on the premises free of charge during CSH's regular research hours by appointment only.

### ***Preview Tapes/DVDs***

Transfer of film already on archival video costs \$40 per 30-minute preview tape/DVD. The cost for direct transfer of film to preview tape/DVD will depend on how much time our film consultant spends on your project. As stated earlier, the minimum fee due to the consultant is \$120. Preview tapes/DVDs are CSH property and clients must return them within 15 days of the completion of their program(s). CSH cannot release preview media until we receive a signed preview agreement from the client.

### ***Masters***

Masters of CSH films can be transferred to any format by [MediaPreserve](#) at the client's expense. Information on their services and how to open an account is available through their websites. Masters are CSH property and the client must return the masters, if applicable, within 15 days of the completion of the client's program. Return of media is required to meet CSH's goals for film research and preservation and to maintain control over our collections.

### ***Credit Line***

The credit line for our news collections:

**Center for Sacramento History, KCRA-TV Film Collection** or  
**Center for Sacramento History, KOVR-TV Film Collection**

### ***Copy of Program***

The licensee, at their cost, must provide CSH with a copy of the completed program to verify the use of CSH footage. CSH will use the copy for non-commercial educational purposes only.