

Edgar Parks Snow Film/Video Footage Order Form

Requester: To order preview or broadcast quality copies of film footage from the Edgar Parks Snow Papers, UMKC University Archives collections, complete this Order Form and sign at the bottom indicating that you accept the conditions in the “**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:

Requester's Signature: _____

Requester's Title: _____ Date: _____

Use Authorized by: _____ Date: _____

Rights owned by Snow Family: Yes No Not known _____

Production Cost: _____ Use fee: _____

Edgar Parks Snow Film/Video Use Fee Schedule

Use in any medium requires written permission from the Mrs. Edgar Snow through 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
Television			
Network/syndication/pay/cable	☐ \$15.00	☐ \$30.00	☐ \$50.00
Non-commercial station (i.e. PBS)	☐ \$15.00	☐ \$20.00	☐ \$25.00
Commercials	☐ \$30.00	☐ \$45.00	☐ \$60.00
<i>Additional fees for</i>			
Home video sales/rentals	☐ \$10.00	☐ \$10.00	☐ \$10.00
Corporate presentations, live events, concerts	☐ \$15.00	☐ \$20.00	☐ \$25.00
<i>Additional fees for</i>			
Home video sales/rentals	☐ \$10.00	☐ \$10.00	☐ \$10.00
Educational,* non-commercial	☐ \$5.00	☐ \$5.00	☐ \$5.00
Educational,* non-commercial	☐ \$10.00	☐ \$15.00	☐ \$20.00
Home video sales/rentals only	☐ \$25.00	☐ \$25.00	☐ \$25.00
Theatrical distribution	☐ \$40.00	☐ \$40.00	☐ \$40.00
<i>Additional fees for</i>			
Network/syndication/pay/cable	☐ \$45.00	☐ \$45.00	☐ \$45.00
Computer software/CD-ROM			
Commercial	☐ \$15.00	☐ \$30.00	☐ \$50.00
Educational,* non-commercial	☐ \$10.00	☐ \$15.00	☐ \$20.00
Personal research†	☐ \$0	na	na
News media‡	☐ \$0	na	na

Checks for use fees should be made to “Mrs. Edgar Snow” and sent to the UMKC University Archives.

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.

Edgar Parks Snow 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 Edgar Parks Snow Papers are available in Betacam SP, MiniDV, or SuperVHS master formats. All duplicate copies are provided on loan for a period of thirty (30) days.

Checks for reproduction costs should be made to the “UMKC University Archives”.

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 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	\$15.00	\$15.00	\$30.00
Copy to MiniDV	\$15.00	10 min. = \$10.00	\$25.00
		30 min. = \$15.00	\$30.00
		60 min. = \$20.00	\$35.00
Copy to Betacam SP	\$30.00	30 min. = \$30.00	\$60.00
		60 min. = \$60.00	\$90.00
Film transfer	\$.25/foot	cost of Betacam copy	

Edgar Parks Snow Photograph and Visual Image Order Form

Requester: To order publication quality copies of photographs and other visual images from the Edgar Parks Snow Papers in the UMKC University Archives, complete this Order Form and sign at the bottom indicating that you accept the conditions in the “**Letter of Agreement** for the use of photographic and other visual images”. Return both pages along with the correct 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:

Publication/exhibit

Personal research

Presentation/Lecture

Television/Video

Educational, non-commercial

Digital Publication

Estimated date of completion of project: _____

Material Requested	
Coll/neg #	Description <input type="checkbox"/> See attached sheet(s)
1.	_____
2.	_____
3.	_____
4.	_____
Size:	<input type="checkbox"/> 8x10 <input type="checkbox"/> 5x7 <input type="checkbox"/> 4x5 <input type="checkbox"/> 11x14 <input type="checkbox"/> other _____
Special instructions:	_____
Method of Delivery:	<input type="checkbox"/> pick up <input type="checkbox"/> 1st Class Mail <input type="checkbox"/> electronic <input type="checkbox"/> FedEx _____
Account to be charged	

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

Requester's Signature: _____

Requester's Title: _____ Date: _____

Use Authorized by: _____ Date: _____

Rights owned by the Snow Family: Yes No Not known _____

Cost: _____ Use fee: _____

Edgar Parks Snow Photograph/Visual Image Use Fee Schedule

Use in any medium requires written permission from Mrs. Edgar Snow through 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 listed is the cost per image. 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
Publication			
Books, Magazine/Journal	☐ \$50.00	☐ \$50.00	☐ \$50.00
<i>Additional fee for Cover jacket</i>	☐ \$50.00	☐ \$50.00	☐ \$50.00
Advertisement/promotional	☐ \$75.00	☐ \$200.00	☐ \$200.00
Exhibit	☐ \$75.00	na	na
Television	☐ \$50.00	☐ \$50.00	☐ \$50.00
Commercials	☐ \$75.00	☐ \$200.00	☐ \$200.00
<i>Additional fees for</i>			
Home video sales/rentals	☐ \$10.00	☐ \$10.00	☐ \$10.00
Corporate presentations, live events, concerts	☐ \$50.00	na	na
<i>Additional fees for</i>			
Home video sales/rentals	☐ \$10.00	☐ \$10.00	☐ \$10.00
Educational,* non-commercial	☐ \$10.00	☐ \$10.00	☐ \$10.00
Home video sales/rentals only	☐ \$50.00	☐ \$50.00	☐ \$50.00
Software/CD-ROM/WWW			
Commercial	☐ \$75.00	☐ \$75.00	☐ \$75.00
Educational,* non-commercial	☐ \$50.00	☐ \$50.00	☐ \$50.00
Personal research †	☐ \$0	na	na
News media ‡	☐ \$0	na	na

Checks for use fees should be made to “Mrs. Edgar Snow” and sent to the UMKC University Archives.

The following discounts apply to the above use fees: 20% off the total use fee for 20 or more images; 30% off the total use fee for 50 or more of images; 50% off the total use fee for 100 or more of image.

- * 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.

Edgar Parks Snow Photo Reproduction Fee Schedule

When ordering reproductions, please include identification numbers, any published references, and photocopies of the images. Also please state the intended use of the images requested. Any special printing, cropping, handling, or mailing instructions should be included with the order. Unless otherwise specified, 8"x10" prints on rein-coated paper will be provided. Negatives are not supplied. Other photographic services may be available subject to additional fees. All fees represent current cost and are subject to change. All sales are final. Some material may not be available for copying due to restrictions. The user must assume all responsibility for questions of copyright that may arise in copying and in the use of copies. A signed *Letter of Indemnification*, which will state the rights granted, will be required for all publication use.

Checks for reproduction costs should be made to the "UMKC University Archives".

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.

PRODUCTION FEES (additional use fee may apply):*

Photographic copy (use fee may apply)

Special pricing for photographic prints will be quoted at the time of the order.

Additional charges may be made for RUSH orders.

All negatives produced are the property of the University/State Historical Society of Missouri unless otherwise agreed to at the time of the order.

Digital Imaging (use fee may apply)

Scan to digital image (approx. 8" x 10" at 300 dpi; originals under 11" x 17") \$10.00 per image

Preview (if already digitized; approx. 4" x 5" at 72 dpi; not for publication) \$2.00 per image

Oversize or special orders may require an additional \$25.00 service charge

PLUS cost of delivery method: web/email \$2.00 per order
CD.....\$5.00 per CD + \$2.00 postage
Printed, regular paper (8.5" x 11") ..\$.20
Printed, photo paper (8.5" x 11") \$15.00 + postage

Postage Rates (per number of pages)

▪ 1-5	\$.50	▪ 16-20	\$ 2.00	▪ 31-35	\$ 3.50	▪ 46-50	\$ 5.00	▪ 101-150	\$ 10.00
▪ 6-10	\$ 1.00	▪ 21-25	\$ 2.50	▪ 36-40	\$ 4.00	▪ 51-75	\$ 6.50	▪ 151-200	\$ 12.00
▪ 11-15	\$ 1.50	▪ 26-30	\$ 3.00	▪ 41-45	\$ 4.50	▪ 76-100	\$ 8.00	▪ 201 plus	\$ 15.00

- International postage is cost of postage (rounded up to next dollar) plus \$2.00
- FedEx, UPS, Parcel Post or other services is cost (rounded up to next dollar) plus \$2.00

* Prices subject to change without notice. All purchases subject to Missouri Sales Tax.

Edgar Parks Snow Letter of Agreement

for the use of motion picture, video footage, and photographic and other visual images

In accepting the footage supplied, you agree...

1. To use the footage and/or image only once and only for the purpose described on the *Film/Video Footage* or *Photograph/Visual Image* Order Forms. Any subsequent or different use of the footage and/or image (including, but not limited to, releasing broadcast productions as videos for the home market, subsequent editions, book club or paperback editions, dust jackets, covers, endpapers, use in a broadcast or print advertisement, CD-ROM editions, redistribution in additional languages, sale of 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 and/or image 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 and/or image or any facsimile of it by any means for any purpose.
4. To return all footage and/or image 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 Edgar Parks Snow Papers, UMKC 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 and/or image appears.
7. That in authorizing the use of this footage and/or image, Mrs. Edgar Snow or the 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 Edgar Parks Snow Papers, and holding the University and the Snow family 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/or image and applicable use fees.

RECOMMENDED GUIDELINES FOR CREDITING

Our basic credit line is "From the Edgar Parks Snow Papers in the University of Missouri-Kansas City University Archives" (shortened to "UMKC University Archives").

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 required.

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.