

Lynn and Louis Wolfson II Florida Moving Image Archives

REQUEST PROCEDURES

Search the Catalog Online

Our collection is searchable via our online catalog: <http://www.wolfsonarchives.info/search-the-catalog/>. Many items have time-coded videos that are instantly viewable within the record. There is no charge to view these imbedded video files. For those items that do not have a digitized file available or if you are not finding any materials, please e-mail us at info@wolfsonarchives.org with the list of items you would like to order time-coded screeners of or would like for us to search for. In some cases, items may not be available due to contract or copyright restrictions. Screener fees may apply.

E-mail

If you are not finding what you are seeking via our online catalog and would like for us to search our collection for you, please submit via e-mail (info@wolfsonarchives.org) a detailed list of the footage subjects or film and video you are seeking. Please include any facts or additional information that may assist us in locating the material.

Screeners & Research

If you would like downloadable screeners of already-digitized items that are streaming on our online catalog, please send us a list of accession numbers. In most cases, links to screeners will be sent within two business days. There is no charge for items that have already been digitized, up to 20 items.

If original films or videos need to be digitized, please allow at least a week before time-coded screeners will be ready. The fee for time-coded screeners starts at \$150. Final fee will depend on how many items need to be digitized and their formats. We can accept payments by credit card via PayPal or via check. We will send you the appropriate invoice for the payment method you prefer. Payment must be received **before** screeners will be available. This fee will be applied towards research time and all technical charges to produce time-coded screeners as MP4 movie files.

Licensing

When licensing materials from the Wolfson Archives, please e-mail us at info@wolfsonarchives.org with information on the intended rights to be licensed and to request a quote. The licensing fee can be paid via check or with credit card via PayPal. We will send you an invoice for the payment method you prefer. **Please note: our license agreement needs to be signed and license fee needs to be paid BEFORE master footage is released.**

Master Footage

Your final footage selections should be itemized from the time-coded screeners in the Wolfson Archives' required layout, as listed below. Please list shots in time-code order for each screener the shots are from. The Wolfson Archives requires **specific time code numbers** to calculate license fees which are based on the total amount of master footage requested. At least two seconds of "pad" for each clips in and out points will be included by technical staff so you do not need to include any padding. We can compile your final footage in the movie file format you prefer.

MASTER FOOTAGE ORDER LIST must be in this format:

Screener#	time-code in	time-code out	running time of shot	description of shot
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Completion

A copy of the final project in which the footage appears must be sent to us if stipulated in the license agreement. This copy of your production should be on DVD or digital movie file.

For further information, please contact us:

info@wolfsonarchives.org

305-237-7731

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