

## Research Request Acknowledgement

Thank you for your interest in the *Steven Spielberg Film & Video Archive* (SSFVA) at the United States Holocaust Memorial Museum (USHMM). The SSFVA is primarily a research facility. We support the efforts of scholars, researchers, media, and the general public to locate, study, and understand the moving image documentation of the Holocaust. We do not operate as a stock footage library and are not staffed to conduct detailed research on your behalf. The first substantive response to your request will be provided within 6 business days of receipt.

We encourage you to research the Archive by visiting our database at <http://resources.ushmm.org/film> where many films are viewable online. You may also screen films in the USHMM Library, by appointment, between 10:00 AM and 5:00 PM, Monday to Friday.

*In order to proceed with your request, send the following information to Bruce Levy:*

[blevy@ushmm.org](mailto:blevy@ushmm.org) Fax: 202-314-7820 Phone: 202-488-6104

- **Your Contact Information** (name, affiliation, address, email, phone, fax)
- **Project Name and Description**
- **Footage Research Topics** (as detailed as possible)

## Procedures for Copying Footage

The SSFVA does not supply copies of archival materials directly to users. Instead, we facilitate duplication requests via several outside video studios, at the researcher's expense. Duplication and shipping fees are paid directly to the lab. **Master tapes are shipped from our offsite storage facility to the lab of your choice only ONCE per week. Requests must be submitted by 2 PM on Thursdays.** Please plan accordingly when placing orders.

**We can email a limited number of low resolution digital video files (streaming quality) to survivors, students, educators, individuals performing family research, liberators, and donors.** Written permission must be secured in advance for films that are copyright restricted.

If you want a **Hi-Definition (HD) transfer** and the existing USHMM format is a videotape source (a Digital Betacam or other analog master), your HD copy can be made from the existing video by the "upconvert" method or from a new film intermediate. If you choose the latter, you will pay a vendor to produce a new film copy that will become the sole property of USHMM. It is from this new film intermediate that your HD copy will be made.

***In order to obtain copies, follow these six steps:***

- 1) Contact the SSFVA with a list of the film segments you want to duplicate. Provide the:
  - **USHMM Story Number** (RG-60.xxxx)
  - **USHMM Tape Number**
  - **Federal Express account number for shipment** (or the lab will use theirs and bill you)

- 2) Contact one of the labs listed on the next page to obtain an estimate for duplication. Labs require the following information:
  - **Beginning and Ending Time Codes** for each segment or story you want dubbed
  - **USHMM Tape Number and format**
  - **Your desired format**
- 3) For COPYRIGHTED footage: Secure written permission from the rights holder that allows duplication in your desired format (including time-coded screeners). Forward this permission to us. Rights holder contact information is provided upon request.
- 4) Notify us which lab you will use. We will release the master tapes for duplication. Master tapes are shipped from our offsite storage facility via Federal Express only ONCE per week. Requests must be submitted by 2 PM on Thursdays. Due to FedEx restrictions, we must use the lab's FedEx account for any requests from outside the United States.
- 5) Footage obtained from the SSFVA must be credited in the following manner:  
**Steven Spielberg Film and Video Archive, United States Holocaust Memorial Museum.**
- 6) Send the SSFVA a copy of your completed project or film incorporating footage from our collection.

## **Washington, DC Area Labs**

### **Henninger Media Services**

2601-A Wilson Boulevard  
Arlington, VA 22201  
Contact: Leanne Cherundolo  
Tel: 703-908-4101  
Fax: 703-243-5697  
Email: [lcherundolo@henninger.com](mailto:lcherundolo@henninger.com)

### **Interface Media Group**

1233 20<sup>th</sup> Street, NW  
Washington, DC 20036  
Contact: Colin Foster  
Tel: 202-457-5820  
Fax: 202-296-4492  
Email: [operations@interfacemedia.com](mailto:operations@interfacemedia.com)

### **Bono Film/Bonolabs**

9215 51<sup>st</sup> Avenue  
Suite 11  
College Park, MD 20740  
Contact: Bonnie Willette  
Tel: 703-243-0800  
Email: [archives@bonofilm.com](mailto:archives@bonofilm.com)

### **Colorlab**

5708 Arundel Avenue  
Rockville, MD 20852  
Contacts: Rebecca Reynolds  
Tel: 301-770-7281  
Fax: 301-770-7284  
Email: [rebecca.reynolds@colorlab.com](mailto:rebecca.reynolds@colorlab.com)