

Research Request Acknowledgement

Thank you for your interest in the *Steven Spielberg Film & Video Archive* (SSFVA) of 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, we need the following information:

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

Submit details to Bruce Levy (blevy@ushmm.org, Fax: 202-314-7820, Phone: 202-488-6104).

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 location to the lab of your choice on Fridays ONLY.** Please plan accordingly when placing orders.

In order to obtain copies, follow these six steps:

- 1) Contact the SSFVA with a list of the film segments you want to copy. Provide the following details:
 - **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. Tapes are shipped from offsite storage via Federal Express ONLY on Fridays. Please note that due to FedEx restrictions, we will have to use the lab's FedEx account to ship our masters to the lab for any requests from outside the United States. The lab will bill you.
- 5) Any 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 the footage from our collection.

Washington, DC Area Labs

Bono Film and Video, Inc.

3200 Lee Highway
Arlington, VA 22207
Contact: Tim Bono or Bonnie
Tel: 703-243-0800
Email: archives@bonofilm.com

Colorlab

5708 Arundel Avenue
Rockville, MD 20852
Contacts: Rebecca Reynolds
or Veronica Keszthelyi
Tel: 301-770-7281
Fax: 301-770-7284
Email: rebecca.reynolds@colorlab.com
Veronicak@colorlab.com

Henninger Media Services

2601-A Wilson Boulevard
Arlington, VA 22201
Contact: Laura Bresler
Tel: 703-908-4024
Fax: 703-243-5697
Email: lbresler@henninger.com

Interface Media Group

1233 20th Street, NW
Washington, DC 20036
Contact: Michelle Tufts Tel: 202-457-5825
or Amy Falkow Tel: 202-457-5838
Fax: 202-296-4492
Email: mtufts@interfacevideo.com
afalkow@interfacevideo.com