



KSTP Research/Duplication Request and Fees

Minnesota Historical Society Library – Copy Services
345 Kellogg Blvd. West
St. Paul, MN 55102-1906
Phone: (651) 259-3301 Fax: (651) 297-7436

All research and duplication requests by Minnesota Historical Society members receive a **10% discount**. Visit our Membership page at <http://www.mnhs.org/about/members/index.html> to find out how to become a Society member.

Research Requests: Research services in the KSTP-TV Archive News Film Collection are available. Services include searching the news film database, newscast scripts and any related material, then identifying the appropriate film segments. Fees include staff time required to preview film, locate production records, and identify scripts. To make a request, complete the section below and mail to the above address. To request by phone, call the MHS Curator of Sound and Visual Collections at 651-259-3251.

Research Request Fees: Research fees are non-refundable. The fee schedule is: **\$25.00 per half hour**

Dubbing: KSTP news film is also available for duplication and use. See fees and use schedule on reverse.

To request research and/or duplication of KSTP News Film, complete below:

Name _____ Phone (____) _____

Address _____ Email: _____

_____ Zip _____

Org/Corporate Name _____

Address _____ Zip _____

Research Request: Include topics, exact date, event and any other identifying information:

Reel/Segment No. (if known)

Personal use: (in house or office), specify: _____

Public use, specify: _____

I understand that all copies may not be shown publicly, quoted, or broadcast without written permission of the Minnesota Historical Society and that this form does not constitute permission for exhibition, quotation, or broadcast. I agree to indemnify and hold harmless the Minnesota Historical Society from all claims, losses, damages, costs and expenses arising out of or from any unauthorized use of this copy.

Name

Date

KSTP News Film Duplication:		Supplies	Fees
½" S-VHS	\$ 5.00	X _____ = _____	News Film Transfer Fee
DVD	\$ 7.50	X _____ = _____	per reel, from film (edited segment-if available) \$90.00
Mini-DV tape*	\$20.00	X _____ = _____	per reel, from tape or DVD \$20.00
Beta-SP-30 tape*	\$15.00	X _____ = _____	**per reel, if outsourced
Beta SP-60 tape*	\$20.00	X _____ = _____	
Subtotal Supplies		= _____	

*Not available for personal or preview copies

**Depending on the quality of the film, the volume of the order and the availability of staff and equipment, we may outsource work on a transaction-by-transaction basis. Duplication prices and turnaround time will depend on the outside vendor. We will fully inform you prior to any further action. In that event, you would make payment arrangements directly with the outside vendor.

Service Turnaround Time:

Duplication Service Only when reel/segment number identified
 Research and/or Duplication Services, dependent on topic, number of reels

Rush service not available

3 business days
 minimum 5 business days

Payment:

Payment arrangements are made prior to delivery of service (minimum charge of ½ hour research for all research requests)

Payments are made to: **Minnesota Historical Society/Copy Services**
345 Kellogg Blvd. W.
St. Paul, MN 55102-1906

Phone: (651) 259-3301
Fax: (651) 297-7436

Shipping & Handling Postage and Handling (based on total cost of order.) All prices are for first class mail.

Charges:

Research: _____ hours @ \$25.00 per ½ hour _____

Transfer: _____ reels/segments @ \$90.00 per reel/edited segment _____

Supplies: from subtotals _____

Discount: _____

Subtotal: _____

Tax: _____

Shipping & Handling: _____

Total Amount Due: _____

Primary Market License	Per Minute	30 Sec. Min. Increments
TV Network (North American broadcast)	\$ 1000	\$500
TV Network (Local broadcast)	500	250
TV Public (North American broadcast)	500	250
TV Public (Local broadcast)	250	125
TV World Wide (North American or Foreign)	1500	750
Home Video Rental & Sales	1000	500
Theatrical (Motion Picture & Live Theater)	2000	1000
Captive Audience (Planes, ships)	1000	500
Educational (Film Festivals, Schools, Libraries)	300	150
TV Commercial (World Wide)	2000	1000
TV Commercial (Local, One Market)	1000	500
All above markets in all media	2500	1250

Date ordered _____ **Date Picked up** _____ **Date Mailed** _____ **Member No** _____

0333-4066 Dubbing/Supplies-other Media 0327-4071 Research/dubbing KSTP 0327-4065 Licensing/Use KSTP

Check/Money Order Cash Visa Master Card American Express Discover

Card Number _____ **Exp. Date** _____

Payment Received by: _____ **Date Received:** _____ **Entered:** _____