

# Lynn and Louis Wolfson II Florida Moving Image Archives

## REQUEST PROCEDURES

### Search the Online Catalog

Our collection is searchable via our online catalog: [https://www.mdc.edu/archives/wolfson-archives/wolfson\\_archives\\_search.aspx](https://www.mdc.edu/archives/wolfson-archives/wolfson_archives_search.aspx). Many items have time-coded screener videos that are instantly viewable within the record. 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](mailto:info@wolfsonarchives.org). 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 some suggestions on how to search our collection, please submit via e-mail ([info@wolfsonarchives.org](mailto:info@wolfsonarchives.org)) a detailed list of the footage subjects or specific film and video you are seeking. Please include any facts or additional information that may assist us in helping you locate the material.

### Screeners & Research

If you would like downloadable screeners of already-digitized items that are streaming on our online catalog, please follow the instructions in the catalog on how to download the screeners from the record details. For items that don't have streaming videos online, please e-mail a list to us and we'll verify if the items have been digitized or not. There is no charge for screeners of items that have already been digitized, up to 20 items.

If original films or videos need to be digitized, please allow at least two weeks 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 you are ready to license materials, please e-mail us at [info@wolfsonarchives.org](mailto:info@wolfsonarchives.org) with information on the intended rights to be licensed and to request a quote. Please also refer to our rate sheet on our website ([Wolfson Archives Services and Rates | MDC Archives | Miami Dade College](#)). There are no additional technical charges added to the licensing fee. 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 the 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. We require **specific time-code numbers** to calculate license fees which are based on the total amount of master footage requested. At least three seconds of handles at the in and out points for each clip will be included so you do not need to include any padding. We can output the master clips in the file format you prefer. Turnaround time is generally within two business days after we receive payment and the license agreement.

**MASTER FOOTAGE ORDER LIST must include this information for each shot:**

| Screener# | On-screen TC in | On-screen TC out | Duration of Shot | Description of Shot |
|-----------|-----------------|------------------|------------------|---------------------|
|-----------|-----------------|------------------|------------------|---------------------|

### 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](mailto:info@wolfsonarchives.org)  
305-237-7731

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