

Procedures for Copying Footage

Thank you for your interest in the **Steven Spielberg Film and Video Archive** at the United States Holocaust Memorial Museum (USHMM). As a research facility, we support the efforts of scholars, researchers, media, and the general public to locate, study, and understand 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 online catalog at collections.ushmm.org where many films are viewable online. You may also screen films in the USHMM Library, by appointment, between 10:00 AM & 5:00 PM, Monday to Friday.

We supply digital video files of archival materials directly to third-parties with an online **share file service**. Many files are available as DV50 or ProRes digital video. Staff upload files and share a link for downloading. *This shared download link will be accessible for only 14 days.* **Written permission must be secured in advance for films that are copyright restricted.** Depending on the film, you may be asked to sign a USHMM Film License Agreement in order to reproduce and use footage.

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

filmvideo@ushmm.org Phone: 202.488.6104

1. Your Contact Information (name, affiliation, address, email, phone)
2. Project Name, Description, and Research Topics
3. A full list of film segments you want by RG number (RG-60.xxxx) and USHMM Film ID
4. For COPYRIGHT RESTRICTED footage: Secure written permission from the rights holder that allows for duplication in your desired format (including time-coded screeners). Forward this permission to the USHMM Film Archive. Rights holder contact information is provided upon request.
5. Unless otherwise specified, footage obtained must be credited in the following manner: **Steven Spielberg Film and Video Archive, United States Holocaust Memorial Museum**
6. Send the Archive a copy of your completed project or film incorporating footage from our collection.

If you want a **Hi-Definition (HD) transfer** and the 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. If you want a HD transfer from a film source, you can 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.

<https://www.ushmm.org/collections/the-museums-collections/about/film-and-video-archive>