

Archives of Manitoba

Guide to Audio Visual Reproduction Services 2005

The Archives of Manitoba will provide reproductions of audio visual records where possible. This guide governs the reproduction of all audio visual records held by the Archives of Manitoba. Reproductions are supplied by Archives staff or by a local production house.

- Reproduction of audio visual records may be restricted due to copyright, other access conditions or the fragility of the record. All reproductions provided are subject to the conditions of Canadian copyright legislation.

- The Archives can provide in-house reproductions in VHS, Betacam SP where the master video is in 3/4" or 3/4" SP, and in audio cassette formats. Clients must supply the Archives with new blank tapes in sealed packages with the exception of Betacam SP Tape. Completed requests can be picked up in person, mailed or sent by courier on the client's account.

- Reproductions of some formats (for example digital video), large orders, and rush requests may be outsourced to a local reproduction house. The client will be charged directly by the reproduction house for studio time, shipping and handling charges, and tape or cassette costs. Fees will vary according to the client's requirements.

- Requests can be made using the *Request for Audio Visual Reproductions* form which will be forwarded to staff responsible for the audio visual records in the Archives of Manitoba or in HBCA.

- Clients will be required to complete and sign an *Archives of Manitoba Release Agreement* which outlines the terms governing the use of audio visual reproductions.

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