



## Testimony Footage Order Form

The Institute provides specific clips of testimony and images for use in broadcast and publication such as documentary films, exhibitions, educational materials and books.

Request for testimony footage normally takes 4-6 weeks to complete, depending on the size of the order, and can only be initiated after receipt of payment.

Please mail, fax, or e-mail the completed form to:

USC Shoah Foundation Institute  
Footage Requests  
Leavey Library  
650 W. 35th Street, Suite 114  
Los Angeles, CA 90089-2571  
Phone: 213-740-6001  
Fax: 213-740-6044  
Email: vhi-acc@dornsife.usc.edu

### Your contact information:

First Name	Last Name	Title	
Institution (if applicable)			
Street Address		Apt. Number	
City	State/Province	Postal Code	Country
Phone Number	Fax Number		E-mail Address

1. Please complete and return the **Clip Reel Entry** form electronically with this form. See **Guidelines for Clip Reel Entry** form for instructions.

If you have not already selected the specific clips of testimony and completed the Clip Reel Entry form please visit a Visual History Access site (VHA) nearest you to select your clips and to complete your Clip Reel Entry form. VHAs have digital video viewing access to the entire archive.

To search for a VHA nearest you, please go to: [www.college.usc.edu/vhi/locator](http://www.college.usc.edu/vhi/locator).



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**2. Please select a media format** (additional shipping or importing costs apply to the below)

- DVD** (MPEG-2: encoded to play on DVD players and computers, 6-8 Mbps)  
Costs: \$20/minute, \$53 set-up fee, \$40 DVD transfer
- Still Picture/Frame Extraction** (delivered via e-mail or FTP)  
Costs: \$20/still

**NOTE: All broadcast quality footage must be returned to the Shoah Foundation Institute**

- Digital Betacam** (broadcast quality footage)  
Costs: \$20/minute, \$53 set-up fee
- DV 25** (broadcast quality footage)  
Costs: \$20/minute, \$53 set-up fee
- DV 50** (broadcast quality footage)  
Costs: \$20/minute, \$53 set-up fee
- QuickTime File** (8-bit uncompressed)  
Costs: \$20/minute, \$53 set-up fee

**3. Please select a broadcast standard:**

- NTSC** format
- PAL** format

**4. Add handles to each clip**

(Note: we recommend adding 10-second handles to each clip for accuracy and your ease of editing):

- 5 seconds
- 10 seconds
- 30 seconds
- 60 seconds

**5. Rush Order – additional \$50**

- Rush orders can be completed in 1-3 weeks depending on the size of the order

**6. Please select shipping or importing option:**

- FedEx**  
Costs: (based on FedEx.com calculations)
- FTP** (via Institute's public server)  
Costs: \$12/file

**7. In which of the following ways do you plan to use the testimony footage?** (check all that apply)

- Documentary Film
- Web Exhibit
- Educational Product
- Television Broadcast
- On-Site Exhibit
- Publication
- Course/Class Project
- Other (please describe below)

**8. Project working title:** \_\_\_\_\_

**9. Project description:**



## Frequently Asked Questions

### **How long does it take the Institute to provide footage from testimonies?**

It may take anywhere from four to six weeks to provide the selected footage once payment and signed license agreement is received.

### **Is there a search tool that I can use to identify testimonies of interest?**

The USC Shoah Foundation Institute testimonies are searchable and viewable at a site with digital access to the Institute's archive. The search tool is a web-based search interface called the VHA (visual history archive) by which end users can access whole or specific segments of testimony according to their search criteria. To find a VHA site nearest you, please visit: <http://college.usc.edu/vhi/testimoniesaroundtheworld/>.

Additionally the Institute's Testimony Catalogue, a searchable electronic catalogue of the USC Shoah Foundation Institute's visual history archive is available on the USC Shoah Foundation website at [www.college.usc.edu/vhi](http://www.college.usc.edu/vhi). Testimonies can be easily identified with this tool using general biographical information.

### **Does the USC Shoah Foundation Institute offer research assistance?**

The USC Shoah Foundation Institute does not have the resources to provide extensive research assistance to requestors.

### **How does the USC Shoah Foundation Institute process payments for its services?**

The USC Shoah Foundation Institute will send you an invoice for the requested materials. Payment in full must be received before the requested materials can be ordered and shipped to you. Payment may be sent by check, money order, credit card, or wire transfer. In case of wire transfer, you would be responsible for any fees associated with the transfer.

### **Does the USC Shoah Foundation Institute fund or sponsor individuals and their projects?**

The USC Shoah Foundation is a 501 (c) (3) non-profit organization. The USC Shoah Foundation Institute is not in a position to fund other organizations or causes, however worthy.

### **Special Notice:**

As a courtesy to interviewees, the USC Shoah Foundation Institute notifies interviewees about projects that involve publication, broadcast or any similar use of their Interviews beyond Fair Use or Fair Practice. If an interviewee objects to being included in a project, the USC Shoah Foundation Institute will honor the interviewee's request to have his or her Interview removed or not included in that project. The USC Shoah Foundation Institute will notify you in the event this applies to you.