

Film COPYING & Search Request

Archives
New Zealand
*Te Rua Mahara
o te Kāwanatanga*



Access Services Unit

10 Mulgrave Street, PO Box 12-050, Wellington 6001
Phone: 04-499-5595 + Facsimile: 04-495-6210
Email: reference@archives.govt.nz
Website: www.archives.govt.nz

Reference copy (*Home-Viewing*)

VHS-videocassette

DVD

Broadcast/Production copy

Specify format _____

Requested by:-

Name _____

Organisation _____

Postal/Courier Address _____

Phone _____ Fax _____

Email _____

Home-viewing copies are supplied for private research and viewing only. They are not of broadcast quality and must not be screened publicly without prior written permission from the Chief Archivist.

Clients requiring Film copies for public display or broadcast need to also complete the forms:-

Request to DISPLAY FILM
Request to REPRODUCE FILM.

Post Courier Collect

return to Access Unit

VIDEO/FILM titles requested (*list further titles overpage*)

Title	R.V. no.	BetaSP no.	Archives Reference	Year	Running Time	Charges

Postage & Handling Fees

- **within NZ** – VHS-Videocassette/DVD = \$3 per cassette
- **overseas** – VHS-Videocassette/DVD = \$12 per cassette
- **within NZ** – Broadcast/Production format - Courier Fee = \$10 per cassette
- **International** Courier & handling fee = \$60 per cassette

Postage & Handling

TOTAL

PRE-PAYMENT is required before orders will be actioned

(Please allow approximately 15 working days from receipt of order and pre-payment)

For Office use:-

Objective Reference File No.	Objective Reference Request Number	Date of Receipt of Order
	Request # _____ - Film - _____ - _____ <i>month year</i>	

For Office use:-

Total Cost of Copying	Payment Received	Receipt Number	Date Required by	Date Despatched

VIDEO/FILM titles requested						
Title	R.V. no.	BetaSP no.	Archives Reference	Year	Running Time	Charges

<i>For Office use:- Record of Correspondence</i>			
Work completed	Objective File Description	Date Actioned	Done
Enquiry Received	Request #		
Initial Response	Response to Request #		
Check lists for film reference			
Reply to Client	Reply to Request #		
Send Client Copyright forms			
Client OK to proceed	Proceed Request #		
Payment Received			
Copyright Forms Received			
Copyright Permission sent to client	Permission Request #		
Order sent to Film Technician	Order Request #		
Copying / Dubbing forms	Dub Request #		
Despatch to Client			

Notes: