



# Audio/Visual Preservation Program Proposal for Services & Project Information Form

The New Orleans Video Access Center has been providing community media services to the Greater New Orleans area for 48 years. In 2015 we are launching our video preservations services program, designed to help capture, preserve and make accessible video content from a variety of analog and tape-based media formats. We handle and process media heritage pieces with care, to the end of providing high-quality future-proof solutions to preserving historical materials in their original condition.

We currently can process tapes in the following original formats: ¾ Umatic, VHS, SVHS, Video8, Hi 8, BetaMax, BetaSP, DigiBeta, Digital8, DVCAM DVC, DVCPPro and MiniDV.

In order for NOVAC to provide a job estimate and determine hard drive storage requirements, please complete the following and email it to email Gene Fredericks at [gene@novacvideo.org](mailto:gene@novacvideo.org)

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## CLIENT INFORMATION

Date: \_\_\_\_\_

NOVAC Job # \_\_\_\_\_

Client Name: \_\_\_\_\_

### Contact information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ [ \_Home] [ \_Office] [ \_Cell]

EMAIL: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## PROJECT INFORMATION

Please provide descriptive information about the project, including content information, provenance, date of origin, and quality of tape. This is in addition to the tape inventory attached at the end of this document.



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**In order for NOVAC to provide an job estimate and determine hard drive storage requirement please list the following:**

Total number of tape asset originals: \_\_\_\_\_

Original format(s) - list number of tapes next to format:

$\frac{3}{4}$ " Umatic \_\_\_\_\_ VHS \_\_\_\_\_ S-VHS \_\_\_\_\_ Betamax \_\_\_\_\_ Video8 \_\_\_\_\_ Hi8 \_\_\_\_\_ Digital8 \_\_\_\_\_ Betacam \_\_\_\_\_

BetaSP \_\_\_\_\_ DVCAM \_\_\_\_\_ miniDV \_\_\_\_\_ DVC \_\_\_\_\_ DVCPro \_\_\_\_\_ DigiBeta \_\_\_\_\_ DVD \_\_\_\_\_ Audio Cassette \_\_\_\_\_

Number of tapes in each media cassette length

0-29 min \_\_\_\_\_ 30-59 min \_\_\_\_\_ 60-89 min \_\_\_\_\_ 90-119 min \_\_\_\_\_ 120-149 min \_\_\_\_\_ 150-239 min \_\_\_\_\_

Preferred Output format(s): Uncompressed \_\_\_\_\_ ProRes422 \_\_\_\_\_ DV \_\_\_\_\_ H.264 \_\_\_\_\_ OTHER \_\_\_\_\_

NOVAC can offer guidance on best format if requested.

One export file will be provided based on the tapes length. Additional export files will be charged based on the tape length.

### SERVICES PRICING AND WORKFLOW

#### DIGITAL CAPTURE PRICING per original Tape and each additional export files

- 1-29 minutes: \$40
- 30-59 minutes: \$50
- 60-89 minutes: \$65
- 90 -119 minutes: \$80
- 120-179 minutes: \$120
- 180-239 minutes: \$160
- 240-360minutes: \$200
- DID NOT CAPTURE FEE (blank or other reason): \$10
- Baking (required on most  $\frac{3}{4}$ " Umatic, older Betacam and some VHS) \$10 per tape.
- Client need to provide hard drive(s) capable of storing the exported file or, NOVAC can provide a suitable drive. Pricing will be provided upon request.
- Repairs to tape: \$50-\$100 based on remediation required.
- RUSH delivery 20% fee

### Additional Services

NOVAC can provide additional services including graphics, transcriptions, editing, color correction, and other enhancements. Customized proposals will be provided upon request and depending on complexity of project. Also, please ask about best practices for backing up your media once you job has been completed.



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### TERMS AND CONDITIONS

Client agrees that NOVAC assumes and has no liability for any loss or injury to the deposited Media other than loss or injury resulting from failure to exercise reasonable care. NOVAC shall not be liable for loss or damage caused by Acts of God, seizure, or other acts of civil or military authority, insurrections, riot, strike, or enemies of the government. NOVAC shall not be liable for the loss or damage resulting from inadequate packaging, nor from ordinary wear and tear, or the passage of time, or the deterioration, fading, or change in composition of the materials deposited.

In no event shall NOVAC be responsible for direct or consequential damage due to failure to make delivery, nor from improper delivery to the wrong person or to the wrong place, nor at a time after which delivery was requested.

IT IS AGREED, IN ANY EVENT, THAT NOVAC'S LIABILITY FROM ANY CAUSE WHATSOEVER SHALL NOT EXCEED FIVE DOLLARS (\$5.00) PER ITEM OF MEDIA.

In no event shall any liability or responsibility of NOVAC, which may arise in any circumstances whatsoever, exceed the price paid by you to NOVAC under this agreement. IN NO EVENT SHALL NOVAC BE LIABLE TO ANYONE FOR ANY SPECIAL, PUNITIVE, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. NOVAC makes no warranties as to condition, design, fitness for a particular purpose, merchantability, or any other matter whatsoever. All implied warranties as to condition, design, fitness for a particular purpose, merchantability, or any other matter whatsoever are hereby disclaimed by NOVAC and excluded terms.

- The estimated schedule for completion included in this proposal is for the processing of this work and begins upon receipt of materials to be converted (including original recordings and the required documentation) at the site of NOVAC. If changes to the specifications included herein are received after receipt of the material to be converted, delays to the project completion date may occur as a result.
- The digitizing process will begin after a 50% deposit is received on jobs or more than 5 tapes or other payment arrangements have been agreed upon.
- Payment may only be withheld on those items in dispute, not the complete invoice.
- Final payment will be due when the job is completed and reviewed and approved by client. Terms can also be arranged.
- All media will be returned with a job summary sheet listing actual running times of tapes and any issues that arose during the digitization process.
- All files and media are considered approved after 30 calendar days from shipping date. Any rework requested thereafter will be billable.
- NOVAC represents that it is not the owner of the material to be converted and that it is not responsible for any potential or real copyright infringement as a result. Adherence to copyright law is the responsibility of the holder or owner of the material. You will indemnify, defend, and hold harmless NOVAC from and against all liabilities and expenses, including attorney's fees, resulting from any claim of copyright infringement with respect to the material to be converted.

**Client has read and agrees to all the terms and conditions:**

**Date:** \_\_\_\_\_

**Signed** \_\_\_\_\_





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ADDITIONAL NOTES: