The New Orleans Video Access Center has been providing community media services to the Greater New Orleans area for 43 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", Beta SP, VHS, Video8, Hi8, Digital8 and MiniDV. We will update these formats as more machines come online.

CLIENT INFORMATION

Client Name: _____

Contact information:

Phone: _____[Home] [Office] [Cell] _____[Home] [Office] [Cell]

EMAIL: _____

Shipping Address: _____

City _____ **State** _____ **ZIP** _____

PROJECT INFORMATION

Project Description:
Please give all descriptive information about the project that you can, including content information, provenance, date of origin, quality of tape. This is a summary in addition to the tape inventory attached at the end of this document.

Total number of tape asset originals: _____

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

____VHS ____S-VHS ____DigiBeta ____BetaSP
____¾" ____Hi8 ____Digital8 ____MiniDV

Purpose for digitizing media:

___ View Only,
___ View/Archive
___ Archive/Restoration
___ Source media for new project
___ Other

Output preference:
There are various ways the media can be digitized based on original format, file size, quality, and anticipated use. The following will help to make a "best practice" decision

___ Uncompressed (largest file size: ~70 - 100 gb/hr)
___ JPEG (lossless compression: ~30gb/hr)
___ ProRes 422 (lossy compression: ~12 - 25 gb/hr)
___ DV (lossy compression for lower quality media: 10gb/hr)
___ H.264 (lossy compression
___ NO PREFERENCE use "Best Practice"

Media Delivery Timeline:

____ RUSH media needed by _____
____ ASAP
____ NO Rush

PRICING AND WORKFLOW

(customized proposals upon request and depending on complexity of project):

PROJECT SETUP - Initial setup of project, visual assessment of tapes $50-$250
DIGITAL CAPTURE - (see price structure below)
OUTPUT - web accessible and various master files $25 - 200

DIGITAL CAPTURE PRICING per Original Tape

- 1 - 30 minutes: $35
- 31-60 minutes: $40
- 61-90 minutes: $55
- 91-120 minutes: $70
- DID NOT CAPTURE (blank or other reason): $10
- Conversion to web accessible file: included
- 16GB USB Flash Drive for project delivery: $60
- Hard Drive for project delivery (up to 2 TB): $200
- Transcription services, estimate 4 times duration of original (per hour): 35

TERMS AND CONDITIONS

GRAPHICS

For any media requiring graphics (such as CD-Rs) you will receive a sample version for discussion, and a finished version based on the labeling information you provide for review. Thereafter, work on graphics will be invoiced at $125.00 per hour.

EXCLUSIONS

- Research such as to resolve discrepancies between labeling and contents (any such discrepancies will be forwarded to your institution for advice before continuing).
- Additional documentation, research, graphics work-up and layout are not included.
- Archival storage beyond the period of this project is not included. Storage beyond the conclusion of the projects is $0.25 per item per month.
- Shipping is not included in the quoted price.

INSURANCE AND TERMS

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 NOVACBE 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.

- Work in progress will be invoiced at the end of each calendar month for completed items shipped that month. Payment is due net 30 calendar days. Invoices over 30 days subject to 1% per month surcharge.

- Payment may only be withheld on those items in dispute, not the complete invoice.

- All work may stop when an invoice is past due.

- All media will be shipped with a packing list. You will verify the content of shipment against packing list and provide written confirmation within 48 hours of arrival at your location. If confirmation is not received within 48 hours, all materials are assumed to have arrived.

X Please initial here to confirm acceptance of this Term:_____

- All files and media are considered approved after 30 calendar days from shipping date. Any rework requested thereafter will be billable.

X Please initial here to confirm acceptance of this Term:_____

- All files will be backed up on NOVAC's MEDIA STORAGE SERVER for 30 calendar days from approval date. At that time, they will be removed <u>from the SAN and loaded to digital linear tape. The files will be held on the tape for 30 calendar days and then deleted. Files retained after this period will be charged $1.00 per GB per month.</u>

X Please initial here to confirm acceptance of this Term:_____

- 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.

X Please initial here to confirm acceptance of this Term:_____

- Receipt of originals at our location constitutes acceptance of terms and pricing. Initial specific items above and return this form via FAX or U.S. Mail.

- Originals will be returned when final payment has been received.

new orleans & baton rouge

PRE-DIGITIZATION TAPE INVENTORY

Tape ID #	Tape Name/Title	FORMAT	Content description	Tape Quality