

## **Archives of Manitoba**

### **Guide to Moving Images and Sound Reproduction Services**

The Archives of Manitoba (including the Hudson's Bay Company Archives) can provide copies of most archival records in its holdings. This guide governs the copying moving image and sound records.

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- Reproduction of moving image and sound 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 and DVD where a master video is available.
  - VHS tapes and DVDs are supplied by the Archives. Copying charges apply: \$20.00, plus applicable taxes, per DVD or VHS.
  - Audiocassettes are supplied by the researcher. Copying charges apply: \$10.00, plus applicable taxes, per audiocassette.
  - Completed requests can be picked up in person, mailed or sent by courier on the client's account.
  - There is a limit of 5 moving image and sound reproductions per client per quarter. If more are required, the copy request will be outsourced at the researcher's expense.
  - Reproductions will be provided within 15 business days.
  
- Researchers may request permission to copy moving image and sound records using their own equipment while viewing the records in the Research Room. Please consult with Archives staff for further information.
  
- Reproductions of some formats, large orders, and rush requests may be outsourced to a reproduction house, coordinated by the Archives. The client will be charged directly by the reproduction house for studio time, shipping and handling charges, and tape or cassette costs.
  
- Requests can be made using the *Request for Moving Image and Sound Reproductions* form which will be forwarded to staff responsible for the moving image and sound records in the Archives of Manitoba.
  
- Clients will be required to complete and sign an *Archives of Manitoba Release Agreement* which outlines the terms governing the use of moving image and sound reproductions.