



NORTHEAST HISTORIC FILM / MAINE TELEVISION STATIONS

In most cases it takes a multilateral approach to get the job done. The station gives what it can, the archive does its best, but without a third or even fourth party the resources just might not be there. That extra party can be a granting agency, a philanthropist, the station's founding family or a highly motivated user. Open many doors to possible participants.

David Weiss, Executive Director
Northeast Historic Film



NORTHEAST HISTORIC FILM/MAINE TELEVISION STATIONS

EXECUTIVE SUMMARY

A regional not-for-profit archive has acquired historical local television materials from all seven of the state's stations. The archive believes that multiple stations reflect the many aspects of the region.

Seven unique agreements were developed to serve the needs of each station and the archive. Some are simple, some complex, but all work well.

Grants have been essential in supporting preservation and access activities. The archive promotes and enables wide public access through public programs and a database that will go on-line. Already these materials have been used and appreciated statewide.

Some of the stations and the archive benefit from different revenue streams. This study examines the donor agreements, revenue and re-use of materials.

INTRODUCTION

On a spring night in 2002, the theatre at the Portland Art Museum was sold out for "Maine TV: Then, Again." This retrospective of local television from the collection of the Northeast Historic Film archives was hosted by Pat Callaghan, a news anchor at Portland's WCSH-TV. Members of the audience were doing what many of us do when remembering our local heritage and common community: comparing the past with the present and reflecting on our recent history. For the enthusiastic crowd, it was a rewarding experience.

Every television station owner or general manager has to make the decision about what to do with programming it has produced. Storage space is a perennial problem, as are the issues of staff time and expertise. Some stations choose to preserve their historical film and video by working with an outside archive.

This document looks at one archive and its relationship to four of the stations represented in its local television collection. Executive Director David Weiss of Northeast Historic Film (NHF) approached all seven of the television stations in Maine and convinced all to make a donation of historic local television materials to NHF. Some of the Maine stations had hundreds of thousands of feet of film and hundreds of videotapes to deposit; some had relatively small collections, but each donation provides a unique perspective on a part of the state of Maine.

There are written agreements with all the stations. Varying formal and informal working arrangements between Northeast Historic Film and the stations have evolved. These arrangements serve the stations well and make it possible for NHF to further one of its mandates: to preserve the cultural heritage of the region through the records of local television.

What follows is a thumbnail sketch of Northeast Historic Film and four of the stations in its collection. We examine the stations' unique deeds of gift to NHF, which reflect individual station's concerns. We examine local television preservation activities at NHF as well as archival activity at each station in the study.

Director David Weiss feels strongly that this case illustrates local television collections' need for cooperative partnership with an archive to leverage funding and aggregate preservation and access efforts. This study also shows that each agreement is unique, but each works to the benefit of both the individual station and Northeast Historic Film.

Preservation, a crucial component to this success story, is discussed as well.

NORTHEAST HISTORIC FILM

David Weiss and Karan Sheldon established Northeast Historic Film in 1986 in Blue Hill, Maine, to fulfill their shared vision to preserve the culture of the region as recorded on film and video. It is now a six-hundred-member organization.

Now located in Bucksport, Maine, NHF employs seven full-time and five part-time employees and is known nationally and regionally for its collections and activities. NHF has one of the largest collections of home movies in the nation; it also has an intensely active educational and outreach focus and increasingly active preservation efforts. The acquisition of the Bangor Historical Society/WABI local television collection in 1988 began the commitment to the collection and preservation of local television as a core activity.

NHF purchased the Alamo Theatre in Bucksport for offices and screening space in 1992. The theater is now restored and running as a movie theater and facility for various community-based activities. It is home to the annual Northeast Silent Film Festival, a national symposium and celebration of silent movies. Ground was broken in 2002 for a state of the art conservation center, to be completed in 2003. In addition to the local television collection, NHF holds about 1.5 million feet of home movies in more than two hundred collections. Other collections include ephemera, videos, books and periodicals, movie posters, and vintage equipment.

Northeast Historic Film is active in educational activities. It runs a large rental and reference library on-site and by mail and works on programming with teachers in the region.

CONTENT

The local television collections at NHF include close to two million feet of 16mm film and approximately three thousand videos. Formats include 16mm film and many video formats (3/4", VHS, Beta SP, 1", 2"). Most of the materials are in relatively good condition. There is no sign of vinegar syndrome with the film, the formats of which cover all iterations of old film: positive and negative, B&W and color, silent and sound, magnetic stripe and optical track.

The holdings from each of the stations in the collection include:

WABI (Bangor)

650,000' of 16mm film from 1953 to 1974
500 videotapes (1", 3/4", Beta) from 1988 to 1997

WCSH (Portland)

180,600' 16mm film and 339 videotapes (2", 1", 3/4", VHS) from 1956 to 1989

WLBS (Bangor)

606,700' 16mm film and 766 videotapes (2", 3/4", Betacam SP, VHS) from 1970 to 1993

Maine Public Broadcasting (Lewiston)

86,070' 16mm film and 1029 videotapes (2", 1", 3/4") from 1964 to 1995

WGME (WGAN) (Portland)

250,000' 16mm film from 1955 to 1973

WAGM (Presque Isle)

105,000' 16mm film from 1970 to 1992

WVIL (Bangor)

126 videotapes (3/4") from 1985 to 1996



The television collections are primarily news (more than 80 percent), but the collections contain some production outtakes, local sports (high school and college), some entertainment programming, and a few public affairs programs. Between ten and fifteen thousand individual stories are in the collection.

Unique footage includes coverage of the Clay-Liston fight in Lewiston, Maine, in 1963. NHF holds forty-six 3/4" tapes featuring Maine schoolgirl Samantha Smith and her efforts to bridge the gap between leadership and youth in the Soviet Union and the United States. She was killed in a plane crash in the late 1980s.

Footage featuring Maine officials with national and international renown include Margaret Chase Smith, the first woman elected to both houses of Congress; Senator Edmund Muskie; Senator George Mitchell and Senator William Cohen. Paper archives of these elected officials are held at several college and university libraries throughout the state.

PRESERVATION AND STORAGE

The film is stored at NHF in polypropylene cans stacked flat on metal shelves. The current vault environmental conditions are regulated to a range of 62-66 degrees Fahrenheit and 40 percent relative humidity. Video is stored under the same environmental conditions. The new Conservation Center will feature twenty-seven thousand cubic feet of environmentally correct media storage space.

In 2001, Northeast Historic Film received a National Historical Publications and Records Commission (NHPRC) grant of \$120,433, which was matched for a total grant amount of \$241,191. This grant was for preservation of the film components and "at risk" video in the local television collection as well as for enhancement of the index.

ACCESS

The television collections arrived at NHF with minimal cataloging support. This lack of organization limits access and re-use. Requests for footage come to the curatorial staff from individuals for personal use; from the donor stations for re-use in productions or promotions (averaging six to eight a year); from independent productions (averaging more than three hundred a year); and from scholars (averaging five to ten a year). Rarely are there "emergency" requests from the donor stations.

INTELLECTUAL CONTROL

In order to provide access to the collections, Northeast Historic Film uses ProCite from RIS (Research Info Systems), a bibliographic software for cataloging at the item level. Each “story” is considered an item. The program is MARC mappable. NHF also uses LCSH (Library of Congress standards) with a customized local thesaurus. (See Appendix for sample field) The WABI collection came with some written notes and sports scripts. Other collections have small amounts of ancillary information, which is being incorporated into the records as cataloging is done. Eventually, a text-searchable database will be available on-site at each donor station as well as at NHF, which should encourage and assist with re-use of the material.

REVENUE

Northeast Historic uses Corbis Motion, a commercial stock footage house in New York City, to represent three thousand stories from the WABI news film collection (1954-1967). There has been some financial return on that endeavor.

NHF has an annual operating budget of \$330,000. Footage sales have averaged \$13,500 annually over the past eight years. Of that, approximately \$3,000 is from the television collections. These figures should increase as the collections become more accessible and more widely known. (See Appendix for sample rate card)

SELECTION

When the donor stations made the decision to deposit their collections with NHF, they were interested in a rapid transfer of materials. Northeast Historic Film took everything it was offered although selection criteria were applied after the transfers occurred. (See Appendix for copy of selection guidelines)

Although it was not necessarily planned this way, it is fortuitous that when aggregated, donated materials from all the stations cover a full date range from 1953 to 1997.



HIGHLIGHTS FROM FOUR OF THE DONOR STATIONS

WABI (Bangor)

WABI in Bangor was the first television station on the air in the state, signing on in January 1953. It is one of four stations in the 154th market. The station, formerly an NBC affiliate and now with CBS, is owned by Diversified Communications, a Maine-based corporation, which also owns stations in Florida and South Carolina. Horace Hildreth, later governor of Maine and a U.S. ambassador, started WABI. Diversified Communications is still owned and managed by the Hildreth family. WABI prides itself on being an integral part of the community it serves and feels its community involvement makes the station stand out against its local competition. WABI employs fifty people in its operation.

The WABI news film now in the NHF collection was kept at the station until 1973, when the general manager arranged a donation to the Bangor Historical Society. The Historical Society was unable to do more than safeguard the aging materials, while preservation was becoming a more immediate issue. In 1987, WABI and Northeast Historic Film approached the Bangor Historical Society with a request to transfer the collection to NHF.

The parties signed a three-way agreement in 1988, and an updated agreement between the Bangor Historical Society and Northeast Historic Film was made in 2000. The 2000 Gift Agreement gives physical ownership and all rights, title, and interest in the WABI materials to NHF. (See Appendix for copy of agreement) NHF is responsible for proper storage and handling of the materials, preservation, and fulfilling requests for access. VHS dubs are to be made for the Bangor Historical Society for reference purposes at the Society. Any revenues generated by NHF on the WABI materials are split fifty-fifty with the Bangor Historical Society for the next hundred years.

The three-way agreement also provides that WABI produce and regularly air a public service announcement to make the public aware of the collection. The visual credit for stock footage reads “Bangor Historical Society/WABI Newsfilm Collection and Northeast Historic Film”.

The WABI video collection still at the station dates from the late 1980s. It includes news and sports programming. The station covers the University of Maine sports and is the “official” high school coverage station. The news department has a small library of about 150 tapes of completed stories that they re-use. They also keep “file footage”; stories that function as stock shots designated as noteworthy by staff. The selection procedure is informal and the tapes are stored under normal office conditions. The small size of the saved footage library is primarily a function of the cost of raw stock. Tapes are routinely recorded over to save the purchase of new stock.

Handwritten notes accompany the news stories that went to NHF. These are assisting in the current cataloging process. NHF is logging materials at the archive and will provide WABI with a copy of the database when it is finished. There is occasional need for material now at NHF.

WCSH (Portland) and WLBZ (Bangor)

WCSH (Portland) and WLBZ (Bangor) are sister stations, both currently owned by Gannett Co., Inc., and both NBC affiliates. WCSH in Portland is the larger station. There is a president and general manager at WCSH in Portland, and at WLBZ in Bangor. While each station is programmed separately, some live and locally produced programming is shared electronically between the stations.

WCSH began as a radio station in 1925. In 1953, the television station, situated in the dining room of the Congress Square Hotel in Portland, signed on the air. In 1946, John Hogan, WCSH's news director, established the National Association of Radio News Editors, a forerunner to the Radio and Television News Directors Association (RTNDA).

Murray Carpenter started WLBZ in the late 1950s before it became part of Maine Broadcasting Corporation. Corporately, the two stations employ approximately 200 people. WCSH has about 130 employees and WLBZ about 70. Portland has a market size of 79; Bangor is 154th.

Both stations were owned by the Thompson family as Maine Broadcasting Corporation and sold to Gannett Co., Inc., in 1998. The transfer of ownership of the historical materials to Northeast Historic Film was in process when the sale to Gannett occurred. Gannett approved the transfer with small additions to the deed of gift. (See Appendix for copy of agreement)

The agreement is the same for both stations. The donors feel strongly about being recognized as the creator of the collection and were concerned about protection against theft and unauthorized access at Northeast Historic Film, issues that were addressed specifically. A unique feature of the agreement is that it prohibits the sale of material to a Gannett competitor in any market without express permission from Gannett.

WCSH has a room in its basement where it holds approximately fifteen hundred 3/4", Beta SP, and DVC Pro tapes that are kept for re-use or for their news value to the station. Storage conditions are not environmentally controlled. These tapes contain individual news stories rather than entire programs but also include sports, specials, and other individual selections. There are no formal selection criteria. The tapes are arranged in loose chronological order. Three or four people have knowledge about where certain stories are stored; there is no cataloging system. The station also holds approximately six years of news scripts.

The WLBZ materials were donated to Northeast Historic Film in 1999. The current station general manager signed the deed of gift despite strong reservations about people misusing the copyrighted production materials, but she is not unhappy with the partnership as it works today. There is no ongoing schedule to keep transferring newer media materials to Northeast Historic. Space is becoming an issue but as format sizes shrink the issue of moving tapes off-site takes on less urgency.

WLBZ has a small room that holds current tapes. It has collected some "nostalgia" tapes of old programming to be used internally and as part of public anniversary celebrations. It allows ad hoc access to the stored tapes, mostly by news personnel. Each tape has an index by story on the outside. An old-fashioned Rolodex that is indexed and cross referenced by topic (e.g., blueberries) and by region (e.g., Aroostock County) is available on a public desk and used by all. It works very successfully in the small station.

WLBZ receives about ten requests per week for copies of current stories.

They charge \$25 per copy, which provides a respectable amount of revenue (about \$12,500 a year), for the small station.

Maine Public Broadcasting Network (Lewiston)

MPBN believes there is significant value and heritage in the archive. Extensive re-use of materials adds vitality and quality to new stories. They estimate saving thousands of dollars annually by re-using saved materials, although that is a difficult figure to quantify. The vice president has a real commitment to the archival program and has been working with the station's board to develop corporate and financial support.

All produced materials, including raw footage, are logged into Image Mine, a program that captures images as they are logged. (See Appendix for sample fields) MPBN staff developed key words to customize the program for the station's use. Image Mine tracks rights as well as materials, which is a big help for managing re-use and sales. MPBN also developed standardized tape labeling instructions. (See Appendix for copy of instructions) Tapes are labeled and held at the producing station but content information is shared on the network. Cataloging records for the MPBN materials at NHF are being created as part of the processing under the NHPRC grant. The records being created in Image Mine will accompany new transfers of materials.

Older format tapes still in the Maine Public archive, mostly 3/4", are slowly but steadily being transferred to DVC Pro by in-house engineering staff. The vice president claims that MPBN has three archives: the one at Northeast Historic Film and the Image Mine database with its subsets for television and radio.

CONCLUSION

Due in large part to the ability of management at NHF to recognize the differing needs of individual television stations, whether commercial or public, whether individually or group-owned, much of the cultural history of an entire state is being preserved and protected. Enhanced access for re-use, educational, and historical purposes is being accomplished.

While revenue does not mean “profit,” the revenue generated does cover some of the costs of making the collections true financial assets. Additionally, the scope of the aggregate collection at NHF makes it much more attractive to funders, enabling preservation and cataloging work to be accomplished.

While some of the stations that have donated their older collections to NHF may choose to keep newer productions in-house, they can draw upon, and be influenced by, the archiving expertise available at Northeast Historic Films.

**Northeast Historic Film
ProCite database exam-
ple**

Collection Name (01):
Catalog Number (02):
Accession # (03):
Title (Ana.) (04):
Gauge
Reel and length:
Sound or silent (09):
B&W or color (10):
Condition (11):
Series title (12):
Production credits (13):
Talent (15):
Status (16):
Transfers/copies (17):
Copyright held by (18):
**Source of information
(19):**
Date of publication (20):
**Location(s) depicted
(25):**
**Description/can notes
(43):**
Index terms (45):

Northeast Historic Film ProCite database example

Collection Name (01): WLBZ Collection
Catalog Number (02):
Accession # (03): 1458.308
Title (Ana.) (04): Ed Muskie—the Man from Maine
Gauge: _ inch
Reel and length: 52:43
Sound or silent (09): sd.
B&W or color (10): col.
Condition (11): very good
Series title (12):
Production credits (13):
Talent (15):
Status (16): partial/per
Transfers/copies (17):
Copyright held by (18):
Source of information (19): RV 8/14/2000
Date of publication (20): Mar. 29, 1989
Location(s) depicted (25):
Description/can notes (43): Documentary of Maine's governor, senator, vice presidential nominee and Secretary of State. Includes historic footage and interviews with Muskie, George Mitchell, David Broder, and others. Producer/host: reporter Pat Callaghan, WCSH. See collection folder for segment running times.
Index terms (45):



NORTHEAST HISTORIC FILM

PO Box 508, 579 Main Street, Bucksport, Maine, 04418-0508

NHIF Stock Footage Rate Sheet

The first half-hour of research is always free. Additional research is \$40 per hour. Technical services, such as preparation of videotape reference copies, are \$40 per hour. If a videotape reference copy is available on the shelf, it may be borrowed for the cost of shipping. All video reference copies must be returned within one week. No license for use is given or implied with loan of reference materials. Film and videotape materials loaned to users must be returned to NHIF following editing. Copies of completed works must be submitted to NHIF for verification of usage. Duplication will be at a laboratory or facility specified by NHIF. All costs of duplication must be paid by user.

There is a 15-second minimum charge for use of any material. A Kill Fee of 50% of applicable minimums will be applied if original material is ordered but not used. Regional productions may be eligible for a discount on use fees. Please inquire for more information.

To purchase rights for dissemination to more than one market, compare the highest rate first. Additional outlets are available at 50% of listed per-second rates.

USE FEES PER SECOND, PER ORDER

Television	
Local	\$10
North America	\$15
Worldwide	\$18
Commercials	
Local	\$10
National	\$15
Worldwide	\$18
Theatrical Release Only	
	\$10
Home Video/DVD Only	
Regional	\$10
National	\$15
Worldwide	\$18
Non-Traditional	
Corporate	\$15
Educational	\$12
All Rights, All Media	\$10

Other Uses Please Call

Phone 207-645-0714
or 207-645-7875

E-Mail CE.FILM@NHIF.net
Web www.nhif.net

Preserving and making accessible northern New England's moving image heritage

Northeast Historic Film was established to preserve and make accessible moving image materials of interest to northern New England. In this statement of policies "film/tape" refers to all moving image media.

I. ACQUIRING AND ACCESSIONING MATERIAL

1. **GENERAL.** Acquisition and accessioning of film, videotapes and related materials into Northeast Historic Film (NEHF) shall proceed according to criteria which are intended to maximize usefulness through preservation and for research purposes. NEHF does not as a point of policy purchase film/tape from organizations or individuals, recognizing that such purchase would place the archives in a position of assigning a monetary value to unique historic and cultural material which would be otherwise unavailable to the public. Where possible as outlined below, NEHF will accept donation or deposit of moving image and related material.
2. **CRITERIA FOR ACCEPTANCE OF FILMS/TAPES.** High priority will be given to films/ videotapes having the characteristics listed below, although these measures will not be mechanically applied in determining whether or not to accept footage. Generally film/tape meeting many of these criteria will have high priority for acceptance; footage answering few or none will have low priority.
 - a. Related to the northern New England region through location, subject, maker, source or other connection.
 - b. Unique, or inaccessible to the northern New England population.
 - c. Otherwise likely to be damaged or lost.
 - d. As close to the original film or tape generation as possible and in of good picture quality.
 - e. Well-documented, and where possible accompanied by related non-motion picture references such as notes, still photographs, audiotapes.

Low priority will be assigned to widely distributed finished films/tapes, to material preserved elsewhere and to film/tape requiring donor copies and/or severely restrictive conditions.

3. **ACCEPTANCE OF THE FILM/VIDEOTAPE.** Films/tapes offered to NEHF are generally reviewed before being formally accessioned. Either all of the materials or a sample portion of the materials are examined by NEHF staff and a report, based on the above criteria, is prepared. In some cases staff and advisors may wish to view additional footage or request more information before determining the applicability of the materials to the goals of NEHF.

4. ACQUISITION PROCEDURES. Once the film/tape has been accepted by NHP, an agreement between the donor or depositor and NHP is drafted. The basic forms, which can be altered to meet individual needs, are as follows:

a. Types of agreements

1. *Simple Deal of Gift* which gives to NHP the physical materials and all rights, title and interests (including copyright, trademark and related interests), or gives to NHP the physical materials and places all copyright and related interests in the public domain.
2. *A Deal of Gift* which gives the physical materials and a specified license to the copyright. The donor may give all right, title and interest (including all copyright, trademark and related interest) at a specified time in the future or at the donor's death.
3. *An Agreement of Deposit* allows the depositor to retain all ownership and property rights (including copyright) in the materials. The physical materials are placed in the custody of NHP and a license is given which specifies the right of NHP to make preservation copies and to provide reference copies for scholarly study. Ordinarily, the Agreement of Deposit will specify that at a time agreed upon by the depositor and NHP or upon the death of the depositor, the materials (including all copyright, trademark and related interests) become a gift to NHP.
4. *An Agreement of Temporary Loan* allows NHP to borrow materials in order to make preservation and reference copies only. This form of agreement will only be made in exceptional circumstances and for small amounts of material. A license describing the uses which may be made of the preservation and reference copies is given to the archivist.

b. Restrictions

1. Reasonable restrictions may be applied by the donor/depositor/lender to any portion or portions of the material that may potentially embarrass, insult, damage, injure or harass living persons or for other reasons.
2. NHP reserves the right, for materials that become the property of the archivist, to dispose of any portion or portions of the materials which are not of historical or cultural interest. NHP reserves the right where appropriate and in accordance with the agreement, to make available to other archives film/tape that is of interest to them.
3. Provided that it may be done without damaging archival materials, donors may make one copy from any portion or portions of the donated materials at the donor's expense and at a laboratory agreed upon by both donor and NHP. Donors may make one copy from preservation materials (if any) made by NHP at donor's expense and at a laboratory specified by NHP.
4. Donations may, at their expense, and with agreed upon notice, remove any portion or portions of the deposited materials during the term of their Agreement of Deposit.

NORTHEAST HISTORIC FILM
P.O. Box 999, 175 Main Street, Backport, Maine, 04416-0999

GIFT AGREEMENT

The Bangor Historical Society (Donor) hereby conveys, subject to limitations hereinafter noted, to Northeast Historic Film (Archive), of Backport, Maine, the physical material and all rights, title and interests (including all copyright, trademark and related interests) in, to and associated with, the WABO film collection (the Collection.)

Description of the Collection: Approximately 650,000 ft. of 16 mm. film and five logbooks representing footage from 1951 to 1974.

Archive will provide, at its expense, not later than the year 2003, copies of the entire Collection for Donor's own use in accordance with the following conditions:

- (a) Donor agrees to either allow Archive to create the copies (of a grade reasonably comparable to the originals), or agree to allow copies to be made at a mutually agreeable facility;
- (b) Donor pays reasonable fees for the creation of additional copies above and beyond the reference copies provided by Archive;
- (c) Donor has the right to use copies for any legitimate purpose (free use, including publication) of the material, except the right to reproduce or replicate any copy in its entirety for a third party;
- (d) When copies are used by Donor equal attention will be given to Archive.

Donor will receive 50% of any revenue generated by Archive ^{from the Collection} for the next 100 years.

Donor shall not pay any fees for the use or reuse of materials from the Collection. Reasonable fees may be charged for research, duplication and other services requested of Archive by Donor.

Archive shall endeavor to maintain and preserve the Collection and shall take reasonable steps necessary to safeguard the quality and condition of all Collection materials while such physical property is under Archive's control or possession. The parties recognize, however, that, because of the natural deterioration of motion picture film materials, the Collection will deteriorate over time and may deteriorate to an unusable condition. Archive shall, however, use reasonable means to repair, restore, and/or preserve the materials as may be necessary as determined by Archive.

Donor represents and warrants that it has the right to enter into this agreement, but makes no warranties regarding the quantity, quality, or condition of the Collection. Archive represents that it has the right to enter into this Agreement, to accept the donation of the Collection, and to preserve the Collection and to perform all obligations required of it pursuant to this Agreement.

Archive acknowledges Donor's right to be known as the donor of the Collection and will ensure that in all instances proper credit is granted every time the Collection or a portion thereof is shown or used in any manner.

Archive understands that certain underlying rights, such as right of publicity, invasion of privacy, trademark laws, and collective bargaining agreements with talent and guilds, may need to be considered in advance of certain uses of the Collection. Archive agrees to indemnify Donor from any such claims (including attorney's reasonable fees, which includes an allocation for in-house counsel fees) resulting from uses initiated by Archive.

The parties indemnify and hold each other (and their subsidiaries and related companies) harmless against any and all claims, damages, and liabilities, costs and expenses (including attorney's reasonable fees, which includes an allocation for in-house counsel fees) arising out of any breach by either party of any representations, warranties, or other obligations set forth in this agreement.

The originator of the Collection, WABF, will continue to enjoy the rights and bear the responsibilities outlined in an agreement (attached hereto) signed by all three parties (WABF, Donor, and Archive) in 1988.

Donor and Archive agree to notify each other of changes in address.

In the event of the dissolution of Archive, or should Archive cease to exist as an archive, or lose its non-profit status with the Internal Revenue Service, or move their principal office or storage facility outside of Piscataquis, Waldo or Hancock Counties, ownership of all materials and rights received from Donor would revert to Donor.

This Agreement constitutes the full agreement between the parties and can be modified only by a subsequent written agreement signed by both parties.

Gift to be named the Bangor Historical Society/WABF Collection

Date 11-10-11

[Signature]
Signature of Donor

Address of Donor 59 Windsor Street, Bangor, ME 04401

Northeast Historic Film hereby accepts the above gift.

Date 4/2/12 [Signature]
For Northeast Historic Film



NORTHEAST HISTORIC FILM

BLUE HILL FALLS, MAINE, USA 04815 (207) 334-3136

received
2 - 16 - 73

Agreement between

Bangor Historical Society, WABI and Northeast Historic Film

Page 1

REGARDING TRANSFER, ACCESS AND COPYRIGHT of "The Bangor Historical Society WABI Newsfilm Collection," defined as that body of about 600,000 feet of 16mm film produced between 1953 and 1974, donated by WABI to the Bangor Historical Society, under the signed agreement of 9 May 1973.

The parties to the agreement are:

1. The Bangor Historical Society, Bangor, Maine.
Donor of the WABI newsfilm collection of about 600,000 feet donated to the Historical Society, and copyright holder of the portion of this collection for which WABI held and transferred copyright. The Bangor Historical Society owns but does not hold copyright for certain films in the collection collected and preserved by WABI, with copyright held by another party, for example CBS network material.
2. Northeast Historic Film, Blue Hill Falls, Maine.
Espositoary for the Bangor Historical Society WABI collection under a January 1987 signed agreement of deposit with the Bangor Historical Society.
3. WABI-TV, Bangor, Maine.
Originator of the WABI film, collector of additional television film material from non-WABI production sources, and donor of collection to the Bangor Historical Society under agreement of 3/9/73.

The purpose of this agreement is to define the rights and responsibilities of the parties in regard to use of the newsfilm material. Northeast Historic Film, WABI and the Bangor Historical Society agree not to charge one another for services to the project to preserve and disseminate the newsfilm collection, as outlined below. The value of such services will be regarded as a donation. Additional details of the rights and responsibilities, including the disposition of any revenues derived from the collection, under the deposit agreement between the Bangor Historical Society and Northeast Historic Film are outlined in a letter agreement of 13 January 1987.

RIGHTS AND RESPONSIBILITIES:

1. Bangor Historical Society, the copyright holder for the WMT film material, agrees to the reproduction of materials for preservation and reference use by Northeast Historic Film, and reproduction of materials for in-house and broadcast use in Bangor by WMT. All other uses must be agreed to in writing.
2. Northeast Historic Film agrees to store in a climate controlled area, catalog and prepare for transfer the reels of 16mm original film. NEHF agrees to deliver transfer-ready film and 3/4" videotape stock to WMT and to store the 3/4" transfer masters as they are prepared. NEHF will also make two VHS reference copies of the 3/4" videotape transfers, one for use at the Bangor Historical Society, one for use at Northeast Historic Film.
3. WMT agrees to transfer 16mm positive and negative film to 3/4" videotape and return 3/4" transfer master to Northeast Historic Film for storage. Subject to the guidelines below, WMT may make an additional tape for in-house or broadcast use from the 3/4" transfer master.

CREDITS AND COPYRIGHTS

Any use, broadcast, or otherwise, must be cleared for copyright, and must contain visual credit as follows: "Bangor Historical Society/WMT Newfilm Collection." The credit will appear superimposed on the footage itself or the credit "Archival Footage Bangor Historical Society/WMT Newfilm Collection, Northeast Historic Film" will appear in the end credits of broadcast or other use. In any instance where the broadcast or exhibition circumstances do not allow on screen credit, the Bangor Historical Society will be notified in advance that credit will not appear.

A public service announcement will be prepared and regularly broadcast to make the public aware of the Bangor Historical Society/WMT Newfilm and its preservation by Northeast Historic Film.

In nonbroadcast use the onscreen credit will appear where possible, and the credit "Archival Footage Bangor Historical Society/WMT Newfilm Collection, Northeast Historic Film" will be written in the printed program, if any, and verbally announced by the person introducing the material.

Agreement between
Bangor Historical Society, WAST and Northwest Historic

Page 3
Date

Sale, rental or any other public commercial use of the collection by Northwest
Historic Film or WAST is prohibited unless prior written agreement is obtained
from the Bangor Historical Society.

Material in the collection may be under copyright by other entities such as
Time, Inc. or CBS. Permission for use of that material must be obtained from
the copyright holder.

Dated 2/9/86

Deane C. [Signature]
(for Bangor Historical Society)

Dated 7/9/84

[Signature]
(for WAST)

Dated 1-28-83

[Signature]
(for Northwest Historic Film)



NORTHEAST HISTORIC FILM

PO Box 900, 375 Main Street, Buckleport, Maine, 04416-0900

DEED OF GIFT

WLBT TV (Donor) hereby irrevocably and unconditionally conveys to Northeast Historic Film (Archive), of Buckleport, Maine, by way of gift the physical material and all right, title and interests (including all copyright, trademark and related interests), in, to and associated with the film and videotape set forth in Exhibit A of this Agreement (the Collection.)

Such other and related materials as the Donor may, in its sole discretion, from time to time donate to the Archive shall be governed by the terms of this Agreement or by such written amendments as may hereinafter be agreed upon in writing by the Donor and the Archive.

Archive may use the Collection or allow others to use the Collection for any purpose allowable under its Charter and in accordance with its Operational Policy except where that use is by a competitor of the Donor, in any market where it owns or operates a television station. In that event the Archive will obtain permission from the Donor in advance for such use.

The restrictions imposed by the terms of this Agreement on the use of the Collection by the Archive and users of the Archive shall apply for so long as the Collection is entitled to obtain protection under United States copyright law.

Donor may borrow from the Archive copies of such items of the Collection donated by the Donor necessary for Donor's own use in accordance with the following conditions:

- (a) Donor shall assume full responsibility for the borrowed Collection materials when in Donor's care, custody, and control;
- (b) Donor shall pay all shipping, insurance, and handling costs for materials it borrows from the Archives;
- (c) Donor shall return the borrowed Collection materials to the Archives within thirty days after receipt, or within a period mutually agreed upon in advance by the Donor and Archives;
- (d) Donor agrees to return all borrowed materials in the same condition as when borrowed, normal wear and tear excepted, and to replace, or pay for the costs of repair or restoration of any lost or irretrievably damaged Collection materials.

Donor may request the Archive to create copies of the Collection for the Donor's own use in accordance with the following conditions:

- (a) Donor agrees to either allow the Archive to create the copies, or agree to allow copies to be made at a mutually agreeable facility;
- (b) Donor pays reasonable fees for the creation of the copies;
- (c) Donor agrees that the use of the copies is limited to Donor's own needs.

The Donor will not be forced to pay any fees solely for the use or reuse of materials from the Collection. Reasonable fees may be charged for research, duplication and other services requested by the Donor.

The Archive shall endeavor to maintain and preserve the Collection and shall take reasonable steps necessary to safeguard the quality and condition of all Collection materials while such physical property is under the Archive's control or possession. The parties recognize, however, that, because of the natural deterioration of motion picture film materials, the Collection will deteriorate over time and may deteriorate to an unusable condition. The Archive shall, however, use reasonable means to repair, restore, and/or preserve the deposit materials as may be necessary as determined by the Archive.

The Archive acknowledges the Donor's concern about protecting the Collection against theft and unauthorized access, use or duplication, and agrees to take all reasonable precautions necessary to guard against the theft, loss, or unauthorized use.

Donor represents and warrants that it has the right to enter into this agreement, but makes no warranties regarding the quantity, quality, or condition of the Collection. The Archive represents that it has the right to enter into this Agreement, to accept the donation of the Collection, and to preserve the Collection and to perform all obligations required of it pursuant to this Agreement.

The Archive acknowledges the Donor's inherent and continuing right to be known as the creator of the Collection and will endeavor to ensure that in all instances reasonable efforts be made to ensure proper credit is granted.

The Archive understands that certain underlying rights, such as right of publicity, invasion of privacy, trademark laws, and collective bargaining agreements with talent and guilds, may need to be considered in advance of certain uses of the Collection. The Archive agrees to indemnify the Donor from any such claims resulting from uses initiated by the Archive.

The parties indemnify and hold each other (and their subsidiaries and related companies) harmless against any and all claims, damages, and liabilities, costs and expenses (including reasonable attorney's fees, which includes an allocation for in house counsel fees) arising out of any breach by either party of any representations, warranties, or other obligations set forth in this agreement.

Donor and Archive agree to notify each other of changes in address.

This Agreement constitutes the full agreement between the parties and can be modified only by a subsequent written agreement signed by the parties.

Gift to be named the WHJBC Collection

Date _____
Signature of Donor _____

Address of Donor _____

Northeast Historic Film hereby accepts the above gift.

Date July 31, 2012 _____
for Northeast Historic Film



maine public broadcasting corporation



maine public radio

1500 WOOD BOUNDARY LANE, BALDWIN, MAINE 04410-1000

207 795 7401 • 1 800 854 4707 • @MPBC/MPR • www.mpb.org

March 23, 2000

Mr. David Waller
 Northeast Historic Film
 P.O. Box 100Main Street
 Bar Harbor, ME 04410 0000

Dear David,

This letter shall establish the agreement between Maine Public Broadcasting Corporation (MPBC) and Northeast Historic Film (NHF) with respect to the materials MPBC has made available to date to NHF and will make available in the future:

1. The provider of the materials (MPBC) maintains ownership of all copyrights to all materials it makes available to NHF.
2. MPBC conveys the physical ownership of the materials it provides to NHF, affording NHF the opportunity to seek funds from sources which are interested in preserving permanent collections.
3. If NHF schedules any MPBC materials for de-accession, it must contact MPBC to verify whether MPBC wants the physical possession returned to it. If MPBC does not want physical possession but does not want the materials disposed of, NHF will work with MPBC to identify an alternative archival service.
4. In the event of the dissolution of NHF, or should NHF cease to exist as a moving image archive, it will work with MPBC to develop a mutually agreeable solution to the disposition of all physical materials donated by MPBC. This may include attempts to locate an acceptable archival service for the entire holdings, and transfer of the MPBC collection to that institution. If in MPBC's judgement another acceptable institution cannot be found, ownership of all physical materials received from MPBC would refer to MPBC.
5. NHF will provide the following services. NHF will store the original film and videotape and preservation materials in an archivally controlled area, under temperature and humidity controls, with restricted access. Such materials will not be allowed to leave the archive except for purposes of archival reproduction or transfer to an alternate archival storage site as determined by the staff and board of NHF and in accordance with the provisions in section 6 of this agreement.

New master and reference copies will be made of original film and videotape with at risk materials receiving priority. Copying will proceed as quickly as funding allows.

AMHERST • BALDWIN • BANGOR • BOSTON • BRUNSWICK • CALAIS • CANTON • CHERNOBYL
 DUNDAS • FARMINGTON • GORHAM • HANNOVER • LEWISBURG • LITTLETON • LITTLETON • LITTLETON • LITTLETON
 MAINE PUBLIC BROADCASTING CORPORATION
 Founded by the University of Maine System and the State of Maine with support from

Northeast Historic – MPBC Agreement
 March 11, 2008
 Page 2

Catalogue records will be created for each item in the collection. Information about the physical nature and condition of the material, the content of the material, and copyright and other underlying rights, as well as donor obligations and restrictions will be included in the record. Initially records will contain a minimum level of basic detail. Additional details will be added as available information and resources allow.

Future donations of material will be accompanied by cataloging information created by MPBC.

6. NHF will maintain the MPBC materials in a location convenient (in-state and within two hours) to MPBC. NHF will notify MPBC of any plans for a location change. If either party determines that any move substantially impacts NHF's ability to provide the services described in this document, both parties agree to re-negotiate the terms of this agreement. This must be done six months prior to the move.
7. MPBC grants NHF permission to present the materials in a non-broadcast format (such as VHS) limited to research and reference use, which includes non-commercial viewing, a fundamental part of its mission to provide access. This includes the reference by mail (membership service) and the use by educators. In order for MPBC materials to be involved in expanded research and reference services, other than described here, NHF will need to contact MPBC in advance of the new service to confirm permission.
8. As MPBC provides future materials to NHF, it will designate which materials are wholly owned by MPBC, and those materials that have been loaned by MPBC for limited broadcast use. MPBC grants NHF permission to license stock footage from the materials MPBC owns to other entities.
9. NHF is solely responsible for securing and enforcing all licensing agreements that it develops with these entities.
10. Any revenues, aside from promotion funds, generated from the MPBC materials are shared between NHF and MPBC.
 - For stock footage:
 - NHF will retain 70% of all gross revenues for any MPBC stock footage that it licenses for use. The remaining net revenues will be shared with MPBC on an equal basis.
 - Use of full length MPBC programs or completed segments:
 - NHF is permitted to sell an MPBC program or completed segment for revenue only after it negotiates to purchase the distribution rights of the program or negotiate a share of the revenues with MPBC.
 - If MPBC makes one of its programs or segments, which it has housed at NHF, available for retail sale, it will negotiate a share of revenues with NHF, not to exceed 10% of net revenues from retail sales in consideration for having archived the materials.

Northwest Historic – MPBC Agreement
 March 11, 2000
 Page 3

Using MPBC Stock footage to create an entirely new program:

NHF may utilize MPBC's raw footage to create a new program of its own only after it negotiates a licensing agreement for the program or negotiates a share of the revenues with MPBC.

11. Any specific uses of the MPBC footage archived at NHF (not covered by this written agreement) must be negotiated in a separate document. Absence of any language in this agreement regarding any particular activity does not imply permission.
12. MPBC has access to all of its materials archived at NHF and will be charged only the out of pocket costs of dubbing or preparing materials for use incurred by NHF at NHF's usual rate for nonprofits.
13. Otherwise, all other services provided to MPBC by NHF are done so at the rate NHF provides to nonprofit agencies.
14. Consistent with past practice, NHF may develop a more favorable flat rate for services described in #12 and #13 above, depending on the volume of work required for any one project.
15. MPBC will authorize only one MPBC staff representative to convey any future materials to NHF. MPBC will notify NHF if that staff representative changes.
16. NHF will provide MPBC with twice annual (January and July) financial reports regarding the licensing of MPBC's stock footage, revenues generated, and remit any payment due at that time.

This agreement may not be modified except by a written agreement signed by both parties, and may not be assigned without the written approval of each party.

This agreement applies to all of the MPBC materials archived at NHF, although separate agreements are in place for specific business conducted prior to December 31, 1999.

For Northwest Historic:


For MPBC:

 Name (print)

 Signature

 Date

Katherine E. Amo, Dir. of
 Television Services



 Signature

9-23-00

 Date



NORTHEAST HISTORIC FILM
 101 BOE BOE MAINE ST. BUCKEFOOT, ME 04410-0780

DEED OF GIFT

I hereby irrevocably and unconditionally give, transfer and assign to the Northeast Historic Film archive by way of gift all right, title and interests (including any copyright, trademark and related interests), as, in and associated with the film and other materials described below.

I affirm that I own or otherwise have the right to donate said film, videotapes or other materials and that to the best of my knowledge I have good and complete right, title and interests to give.

Description of Material

Film: 181 reels of 16 mm. film including approximately 105,000 ft.

Equipment: Model II film camera; He roval officer: Precision hot officer: Meter-Minolta hot officer, 2 16 mm. split reels; 2 Moviola 1-oad synchronizer; 3,000 ft. of copy tape of 16mm.

Gift to be made: WABW-TV

Date: 2-17-93 [Signature]
 Signature of Donor

Address of Donor: 201 Parkhurst Rd.
Bangor, Maine 04769

Mr. Donald Richardson, Film Secretary acknowledges this above gift.

Date: Feb 17, 1993 [Signature]
 for Northeast Historic Film

Phone 207-465-0934
 FAX 207-465-7875

A nonprofit corporation preserving northern New England moving images



NORTHEAST HISTORIC FILM

BLUE HILL FALLS, MAINE, USA (207) 837-7736

DEED OF GIFT

I hereby irrevocably and unconditionally give, transfer and assign to Northeast Historic Film Archives by way of gift all right, title and interests in, to and associated with the film and other materials described below. I affirm that I own or otherwise have the right to donate the said film and other materials.

39 boxes comprising the film collection of John White, containing mostly 16mm film from television station WGAN as well as national television commercials. The amount of film is estimated at 250,000 feet.

Also equipment, spare parts and bulbs including 16mm and 35mm projectors, splicers, rewinds, rolls of tickets, and other film handling supplies. For a detailed list see attachment.

Dated 9/17/89

John White
Signature of Donor

Northeast Historic Film Archives hereby accepts the above gift.

Dated 9/17/89

D. Stevens
for Northeast Historic Film



NORTHEAST HISTORIC FILM

82, 830 N.E. MAIN ST., WICKFORD, ME 04188-0900

DEED OF GIFT

I hereby irrevocably and unconditionally give, transfer and assign to the Northeast Historic Film archives by way of gift all right, title and interests (including any copyright, trademark and related interests), in, to and associated with the film and other materials described below.

I affirm that I own or otherwise have the right to donate said film, videotapes or other materials and that to the best of my knowledge I have good and complete right, title and interests to give.

Description of Material

Film: 181 reels of 16 mm. film including approximately 105,000 ft.

Equipment: Muelin II film camera; Brinnard slicer; Precision hot slicer; Malar-malcock hot slicer; 2 16 mm. split reels; 2 Moviola 8-dup synchronizers; 3,000 ft. of Kingtempal leader.

Gift to be made: WABW-TV

Date: 2-13-93 *Thomas A. Johnson*
Signature of Donor

Address of Donor: 201 Parkhurst Rd.
Bangor, Maine 04769

Northeast Historic Film hereby accepts this above gift.

Date: Feb 17, 1993 *D. L. Davis*
for Northeast Historic Film

Phone 207-465-0334
Fax 207-465-7875

A nonprofit corporation preserving northern New England moving images.



GLOBAL VIEW - GLOBAL VIEW - GLOBAL VIEW - GLOBAL VIEW - GLOBAL VIEW - GLOBAL VIEW - GLOBAL VIEW

INFORMATION THAT PERTAINS TO THE TAPE AS A WHOLE. THE INFORMATION IS ENTERED ONLY ONCE, AND APPLIES TO ALL CLIPS.

Field Type	Req.	Field Name	Type	Values/ Example	Description	Intended use/other thoughts	Field Size
Global	x	Jpeg thumbnail	Preddefined numeric		Picture	Generated by logging software	
Global	x	Bar Code			Assigned by software		
Global	x	TapeNumber	Character/freedom	i.e., MIM12KELM001	Tape library number	Combination of project name/season/subject (if appl.) field number. After shoot, project managers/series producers will assign field tape codes for programming without segments. Please refer to "How to Label Tapes" document.	12 bytes
Global	x	Location	Character/freedom	Freeport; Greene; Mars Hill & Season (ex: Greenville/summer)	Where footage is shot & season	Geographic location(s); landmarks, etc.	60 bytes
Global	x	RecordDate	Date	MM-DD-YYYY (ex: 09-02-2000)	Shoot, edit or final edit date	Shoot date for raw, edit date for raw edit, final edit date for master	
Global	x	Season	Dropdown menu	Fall, Spring, Summer, Winter			
Global	x	Keywords	Character/freedom	governor King - statehouse - capital - mountains - potato fields	Words that would be used to search - choose carefully!	Brief description of tape content, and words you might search by in the future. i.e., state/house; horses, interviewee's name, season, weather, etc.	120 bytes
Global	x	Format	Dropdown menu	DVC, DVC mini, DVC 16x9, 1 inch, 3/4 inch, Beta, DVD, File, GX File, Hi8, VHS	Media format type		12 bytes
Global	x	AudioType	Dropdown menu	Left/Right, Mono, 5.1, DVS, Other, Stereo	Type of audio on media	All raw footage will be left/right, except for DVC-mini which is stereo, if other. Refer to comments.	12 bytes
Global	x	Prod/Dir	Character/freedom	i.e., T.KENNEDY/S.DUNN/ N.WOODWARD	Producer/director/videographer	First initial/Last name, all caps:	60 bytes
Global	x	ProjectTitle	Character/freedom		Title(s) of projects	TITLES MUST BE ENTERED CONSISTENTLY. Please refer to the reference sheet located at all logging stations.	120 bytes
Global	x	Rights	Dropdown menu	Unlimited, Limited, None, Unknown	Rights to footage	If limited or unknown, refer to "Comments"	12 bytes
Global	x	Status	Dropdown menu	Raw, Classroom, Demo, Program Master, Edit, Project, Submaster, Temporary Release	Edit status of material		24 bytes
Global	x	Tape Located	Dropdown menu	Bangor Archive, Lewiston Archive, Northeast Historic, with Producer	Where someone can find the physical tape.		
Global	x	Permanent	Dropdown menu	Y, N	Permanent archive or review	Will this footage be stored permanently in the archive, or will it be stored only temporarily. If temporary, target date for removing from the archive. If not permanent, will be noted in "Comments"	1 byte
Global		OriginalAirDate	Date	MM-DD-YYYY	First time aired or used	First time this product was used or aired. If no date entered, the product will be placed in the "in logging" and the footage is still in the editing process. A future date indicates the footage is not available for use until after the finished program has aired.	

TV Archiving Fields - Maine Public Broadcasting Corporation - Rev. 8/29/02

NON-GLOBAL VIEW - NON-GLOBAL VIEW - NON-GLOBAL VIEW

CONTAINS INFORMATION THAT IS CLIP SPECIFIC.

Field Type	Req.	Field Name	Type	Values/ Example	Description	Intended use/other thoughts	Field Size
Detail	x	Jpeg thumbnail	Predefined		Picture	Generated by logging software	
Detail	x	Timecode in	Predefined			Generated by logging software	
Non-Global	x	Timecode out	Predefined			Generated by logging software	
Non-Global	x	Duration	Predefined			Generated by logging software	
Non-Global	x	Description	Character/freelorm		Detailed description of the clip	Include editorial comments in "Comments" field	
Non-Global	x	Subject Type	Character/freelorm	elderly, animals, landscape, winter, spring, farming, recreation	Broad category of shot, add'l search	This would allow for categorization of a shot into a larger genre. Also intended as a field for keyword searches for Detail Fields.	120 bytes
Non-Global		ClipName	Character/freelorm	agriculture.01 agriculture.02	Producer assigned name of clip - Avid field	Used for organization by editors/producers	30 bytes
Non-Global		Scene	Character/freelorm	scenes: 1, 2, 3, or subscenes: 1a, 1b, 1c,	Scene number/identifier		
Non-Global	x	Quality	Dropdown menu	A, B, C, D, E, F	Rating of audio/video	A=Excellent, NOTE: No need to log "F" shots.	2 bytes
Non-Global	x	ShotType	Dropdown menu	Closeup, Medium, Wide, Aerial, Dolly, Handheld, Jib, Pan, Rack Focus, Sequence, Steadicam, Two Shot, Underwater, Zoom	Type of shot used		12 bytes
Non-Global	x	Type	Dropdown menu	Roll, Interview, Music, Promo, Site Survey, Sound Effects, Standup, Voiceover	Type of footage		24 bytes
Non-Global	x	Tracks	Dropdown menu	VATA2, ATA2, A1, A2, Other, V, VA1, VA2	Audio Tracks	Information carries over from clip to clip. Most raw tapes will be VA1, VA2; meaning one video track, 2 audio tracks. No need to change from clip to clip UNLESS nature of sound/video changes . If "Other", please see "Comments"	10 bytes
Non-Global	x	Comments	Character/freelorm		Description of shot - additional detail	This would be used for general comments, more indepth description of clip . Feel free to embellish here!!	256 bytes
Non-Global		TransA	Character/freelorm		Transcription field		256 bytes
Non-Global		TransB	Character/freelorm		Transcription field		256 bytes
Non-Global		TransC	Character/freelorm		Transcription field		256 bytes
Non-Global		TransD	Character/freelorm		Transcription field	Looking to merge these into one Transcription field with unlimited characters	256 bytes
Non-Global		TransE	Character/freelorm		Transcription field		256 bytes
Non-Global	x	RealVideo	Dropdown menu	Y,N	Web streaming video	Is there moving video available within the database to view this clip in "action" - would view it through the web browser if available.	1 byte
Non-Global		Sold	Character/freelorm		How many times sold		256 bytes
Non-Global		Used	Character/freelorm		How many times used	How many times a specific shot is used in-house after it's initial use i.e., Our Stones aerials, shots of Kalandin and Moose	256 bytes

*Browser display oriented as follows:

-Thumbnail, tape number, TC in, TC out, shot type, comments, location, status, duration, scene, quality, rights, record date,

-Use Standard SOP for Printing

Use Only Report and Storyboard Printing Templates. Log out of station after use.

How to Label Tapes

IDENTIFYING TAPE NUMBERS

(limited to 12 characters, combination of letter and numbers):

FIELD TAPES

Show - Season (2 characters) - Segment name - Field Tape # (three characters)
(assigned by producer). Ex:

Examples:

- MIM12KELM001 (Made in Maine, Season 12, Kalmecoff Farm, Tape #1)
- MIM12KELM012
- MIM12KELM003
- MIM12MATT001
- MIM12BLUE007
- HOME02-135 (Home, Season 2, Field Tape #135)
- GR01HUNT001 (A Good Read, Season 1, Constance Hunting, Field Tape #3)

PROGRAM TAPES

Identifying completed program tapes is similar:

Show - Season (2 characters) - "SHOW" - Episode (2 characters)

Examples:

- CAP04SHOW08 (Capitol Connection, Season 4, Program 8 - No field pieces for this program, archived tapes will most likely be finished programs)
- MIM123SHOW01 (Made in Maine, Season 12, Program #7)
- TN048SHOW15 (True North, Season 4, Program #5)
- O801SHOW04 (Our Stories, Season 1, Program #4)

Program Abbreviations

ASK	Ask Maine PBS
AUC	Auction
BB	Basketball
CAP	Capitol Connection
CON	Concerts
EM	e-maine
GR	A Good Read

HOME	Home: The Story of Maine
INDY	Maine Independents
MM	Made in Maine
MCH	Maine On-Health
MW	MaineWatch
OB	Our Stories
PL	Pledge
PUBOP	Public Opinion
QU	Quest
RFD	RFD Maine
SOB	State of the State
TN	True North
YV	Youth Voices

ONE-TIME ONLY SPECIALS

Most often, the season number will be 01, except in cases of producing a sequel to a previous OTO, in which case the season would be recorded as 02, 03, etc.

Show (up to 8 characters) - Season (two characters) - Field Type # (3 characters)

Examples of abbreviations:

DIRIGO	Dirigo, Maine's Legacy of Leadership
BEEK	Seeking Solutions
LINDSY	What About Lindsay?
MC	Words Count with Mark Brown

Examples of tape labels:

- DIRIGO01-001 (Dirigo, Maine's Legacy of Leadership, first program, tape #01)
- BEEK01-115 (Seeking Solutions, first program, tape #115)
- LINDSY01-003 (What About Lindsay?, first program, tape #3)
and in the case of a sequel:
LINDSY02-001 (What About Lindsay? SECOND program, tape #1)

IMPORTANT THINGS TO REMEMBER:

Accuracy and consistency - use the above list for program abbreviations. When producing a new series or OTO, coordinate with Julia what the abbreviation will be.

Producers would be responsible for double-checking field tape numbers to ensure no duplicates and for assigning segment abbreviations, but please be consistent!