

SAN FRANCISCO BAY AREA TELEVISION NEWS FILM
ARCHIVES
ARCHIVES/SPECIAL COLLECTIONS
J. PAUL LEONARD LIBRARY
SAN FRANCISCO STATE UNIVERSITY
1630 HOLLOWAY AVENUE
SAN FRANCISCO, CA. 94132
(415) 338-1856

OVERVIEW

The San Francisco Bay Area Television News Archives is a collection of moving image materials, including local news, and selected documentaries and programs. Core collections include footage from two local television stations: the KQED (PBS affiliate) Film Archive, a collection of approximately 1.2 million feet of 16 mm local newsfilm created between 1967-1980, as well as selected documentaries and other footage, and the KPIX (CBS affiliate) Film Library, a collection of approximately 5-7 million feet of 16 mm local newsfilm created from the early 1950s to 1980, as well as selected documentaries and other footage. These two collections portray daily life, history, culture, and events in the San Francisco Bay Area from the early 1950s to 1980. **Most of the local news footage consists of unedited outtakes and trims, rather than completed programs.** For network programs, syndicated programs, and materials produced by other stations, consult *Footage '89* and/or similar directories.

Additional collections held by the Archives include the KQED program, *Over Easy*, which focuses on issues of aging, and local Emmy Award-Winning programs from the Northern California Chapter of the National Academy of Television Arts and Sciences, 1974-date.

THE SAN FRANCISCO BAY AREA TELEVISION ARCHIVES COLLECTIONS AND AVAILABILITY OF MATERIALS

The various materials in the San Francisco Bay Area Television Archives are a rich resource for study and research. Those using the collection are advised to set aside enough time to allow Archives/Special Collections staff to retrieve materials from those collections.

The collections are as follows:

KQED FILM ARCHIVES

(a collection of selected local news and documentary FILM from 1967-1980).

When using this collection, allow at least one day for retrieval of materials. Newsfilm created between 1966-June, 1970 has been transferred to videotape reference copies, and is available in the Media Access Center. Those wishing to view the videotape copies must first obtain a SPECIAL COLLECTIONS/MEDIA ACCESS CENTER CALL SLIP from Archives/Special Collections staff.

KPIX FILM LIBRARY

(a collection of selected local news and documentary FILM from ca. 1955-1980).

This collection is in the process of restoration and is accessible as time and staffing permits. Retrieval of each item takes from 20-30 minutes. Allow at least one week for retrieval.

LOCAL EMMY AWARD WINNERS

(a collection of local Emmy Award Winners from 1974-date.) This collection is available on a limited basis, subject to the condition/fragility of the videotape and availability of equipment on which to use it.

OVER EASY

(A KQED-produced program concerning issues of aging, ca. 1977-1983). This collection is in the process of being transferred to 1/2 videotape reference copies, and will be available as soon as the entire collection has been transferred.

VIDEOWEST

(a locally-produced precursor to MTV concerning rock music and other topical issues, ca. late 1970s.). This collection is unavailable until the original videotapes have been transferred to reference copies.

PATCHWORK

(a KQED-produced program with musician Laura Weber, concerning historical songs from around the country). This collection is unavailable until the original 2" videotapes have been transferred to reference copies.

GUITAR, GUITAR

(a KQED-produced program with musician Laura Weber.) This collection is unavailable until the original 2" videotapes have been transferred to reference copies.

HW/Feb.1992

BASIC GUIDELINES FOR USE OF THE ARCHIVES

COLLECTION ACCESS

The materials in the San Francisco Bay Area Television News Archives were donated to San Francisco State University for the use of its faculty, students and staff. Users of the materials must have a specific project or topic for research.

1. All patrons must fill out the various sections of this document before using the Archives.
2. Students need faculty authorization to use the Archives.

COPYRIGHT

All patrons wishing to use the material in productions must have permission of the television station/producer/entities who hold copyright to the material, and must credit the San Francisco Bay Area Television News Archives and the originating entity in their productions.

The copyright law of the United States (Title 16, United States Code), governs the making of photocopies or other reproductions of copyrighted materials. Most television programs, including news, documentaries and educational programs, are copyrighted. Release rights may or may not exist.

Under certain conditions specified in the law, libraries and archives may be authorized to furnish or to allow copying of films and video tapes of television programs and program out-takes. One of these specified conditions is that the material is "not to be used for any purpose other than private study, scholarship or research."

Materials in The San Francisco Bay Area Television News Archives are restricted. The patron must comply with the following requirements:

1. Authorization from the proper authority at the station that holds copyright. Faculty use in a classroom of unauthorized copies may or may not be copyright infringement and is the responsibility of the faculty member.

If a patron uses this material or a copy of it in excess of "fair use," that user--and the originating station if the user is authorized by the station--may be liable for copyright infringement. San Francisco State University and its employees have no control over the ultimate use of loaned or copied archive materials and have no liability thereof.

2. San Francisco Bay Area Television News Archives materials used/quoted MUST be cited in the following prescribed manner. SAN FRANCISCO BAY AREA TELEVISION NEWS FILM ARCHIVES: (COLLECTION NAME).

3. Patrons using Archives materials in productions are required to deposit a copy of their production in the Archives along with a shot list of footage used.

4. Patrons are expected to do their own research. The San Francisco Bay Area Television News Archives does not do research for patrons nor provide researchers. San Francisco State University's Broadcast Communication Arts, Cinema, and Journalism Departments may be able to provide names of potential researchers.

STATEMENT OF RESPONSIBILITY

I have read the above information and hereby accept full responsibility for my use of material in the San Francisco Bay Area Television News Archives.

Patron Signature

_____ Date _____

Name (please print)

Address _____

City _____ State _____ Zip _____

Phone (h) _____

Phone(w) _____

FAX: _____

E-mail _____

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RESEARCH TOPICS

1. The subject of my research is:

The purpose of my research is:

- Examine the film/video only
- Take notes for later citation
- Reproduce for my own use
- Produce for publication/production/profit
- Other:

1. I wish to use the following materials:

Collections:

Call Numbers:

(Additional listings may be made on a separate sheet, if necessary.)

PROCEDURES

MATERIALS ACCESS AND USE

Many materials in the San Francisco Bay Area Television News Archives have not yet been processed, and may not be available. Some of the film is located in remote storage and will require extra time for paging.

A. Film will be used in Archives/Special Collections, and will be handled **ONLY** by Archives Staff. The user will respect the fragile nature of the film/video material, and will refrain from damaging it in any way.

B. Videotapes. Patrons should use the Archives/Special Collections indices and finding aids to locate item numbers. If the videotapes are located in the Media Access Center the patron will need to request a Special Collections/Media Access Center call slip in Special Collections to take to the Media Access Center before using the videotapes.

C. Film. Patrons should use the Archives/Special Collections indices and finding aids to locate item numbers.

COPYRIGHT OWNER PERMISSION SHEET

Permission to use _____

has been received from the copyright holder:

__KQED __Letter __Phone _____
Authorized Signature Phone Number Date

__KPIX __Letter __Phone _____
Authorized Signature Phone Number Date

__Emmy __Letter __Phone _____
Authorized Signature Phone Number Date

__OvEs __Letter __Phone _____
Authorized Signature Phone Number Date

__VidW __Letter __Phone _____
Authorized Signature Phone Number Date

__Guit __Letter __Phone _____
Authorized Signature Phone Number Date

__Patch __Letter __Phone _____
Authorized Signature Phone Number Date

__Bentl. __Letter __Phone _____
Authorized Signature Phone Number Date

Laboratory _____ Pick-up _____ Return _____

Project Completed: _____ Notes: _____

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FEES

Access Cost (\$100 per year): Non-University and non-CSU patrons of the San Francisco Bay Area Television News Archives must join the Friends of the J. Paul Leonard Library as contributing members (\$100 per year) to have access privileges.

Reference Fee (\$30 per hour or portion thereof): Reference Fee is for use of finding aids, databases and other reference materials. Users will be reminded of this fee at the time that services are rendered.

Technical Services Fee (\$30 per hour or portion thereof): Technical assistance includes remote paging and/or equipment instruction and set up. The first three pagings and set up fees are part of the access fee. Patrons will be reminded of this fee at the time that services are rendered.

All checks for Access (\$100) should be made payable to The Friends of the J. Paul Leonard Library. Additional checks for Reference and Technical Services Fees should be made payable to the SFSU Library Development Fund. All payments must be received before the Archives is used.

Friend of the Library ID # _____ Exp. Date _____

Institution _____

LABORATORY COPIES

Footage must be copied by our authorized laboratory:

Monaco Film Laboratories
234 Ninth Street
San Francisco, CA.

Contact people: Ann O'Toole (film-to-video transfer) (415) 431-2760
Sandy Stewart (film-to-film transfer) (415) 864-5350

Patron must call the laboratory to arrange for copies.

Patron must pay Monaco directly for transferring the footage. That payment will include the cost of courier service between Monaco and the Archives.

TRANSFER TO: ___FILM ___VIDEO

SAN FRANCISCO BAY AREA TELEVISION NEWS ARCHIVES RECEIPT

Name _____

Organization _____

Street Address _____

City _____ State _____ ZIP _____

Telephone (w) _____

Telephone (h) _____

FAX _____

E-mail _____

Collection(s) used _____

Fees paid:

FOL membership _____ Amount _____

Research _____ Hours spent _____ Amount _____

Technical _____ Hours spent _____ Amount _____

TOTAL AMOUNT _____

Comments:

Date

Authorized Signature

Friends of the Leonard Library Costs and Benefits

\$25.00 Allows you to check out books for 28 days. No more than ten books at any one time limit; one renewal per title. \$10.00 for retirees.

\$50.00 20 book check-out, 2 renewals, 28 day loan. Access to the Electronic Resources Area excluding Lexis-Nexis. \$15.00 for Alumni Assoc. members.

\$100.00 20 book check-out, 2 renewals, 28 day loan, access to the ERA excluding Lexis-Nexis plus TV News Archives and the following services in MAC:

1. Microcomputers (Macintosh and PC's)
2. 1/2" VHS Editors with special effects generator
3. 1/2" S-VHS Editor with special effects and character generator
4. Video and audio duplication equipment
5. Audio mixers
6. Slide-sync equipment

Alumni Assoc. members may use the microcomputers without extra charge.

Membership rates are good for one year. Family and Lifetime memberships are also available. Alumni Assoc. members (\$35.00/yr) also have library privileges at all 20 CSU campuses, but Friends do not. Neither has access to interlibrary loans, holds on materials, Reserve Book Room materials and on-line searches. For more information refer to the Friends brochure and to the Friends office: x2408. 2/1/95

COLLECTION DEVELOPMENT POLICIES/PROCEDURES
SPECIAL COLLECTIONS
J. PAUL LEONARD LIBRARY
SAN FRANCISCO STATE UNIVERSITY

Special Collections at the J. Paul Leonard Library consists of four separate collections:

1. the Frank V. DeBellis Collection, a library-museum of Italian subjects and authors representing the civilization and culture of Italy from antiquity to the present (this collection belongs to the entire California State University system--not just to San Francisco State University);

2. the Labor Archives and Research Center, which collects, organizes, preserves and makes accessible the documents, files, photographs and ephemera of the Northern California labor movement from the turn of the century to the 1950s;

3. Special Collections/Archives, which has four major individual collections: the San Francisco Bay Area Television Archives, the Marguerite Archer Collection of Historical Children's Books, University Archives materials, including the San Francisco State University Strike Materials Collection, and our "rare and fine books;"

4. the Art Collection, which includes the Simeon Pelenc Collection of water colors, oils and drawings, the H. Wilder Bentley Collection of prints, the Lloyd Meadow Mask Collection, the John Magnani Collection of jewelry, ceramics and hand crafts, the Juliette Bredon collection of textiles, the Roy Kahn Collection of prints and lithographs.

Acquisition policies:

1. The deBellis Collection acquires materials concerning the history and culture of Italy, without limitation as to date. It acquires comprehensively the major aspects of political and societal history; history of the fine and minor arts; literature and literary history/criticism; music and music history/criticism; recordings of music by Italian composers and of Italian folk music. It acquires selectively representations of outstanding personages, minor aspects of cultural/historical periods, and subjects not included in comprehensive collecting.

The deBellis Collection acquires trade editions; fine and hand press editions; 15th-19th century books in original and facsimile editions; manuscripts; microfilm/microfiche; music: cylinder, 78 rpm (acoustic, electrical), tape, LP, CD recordings; periodicals and serials; prints and drawings; ephemera; artifacts; coins. DeBellis acquires materials in mint condition if new; good condition or repairable if used or rare. There is no emphasis on first editions, association copies or other "collectable" characteristics.

As standards for history and criticism materials, the deBellis Collection uses authoritative editions of academic quality of writing, making significant and

permanent contributions. As standards for literature, the deBellis Collection prefers collected editions in the original languages.

Selection of materials for the deBellis Collection is done by the Curator, Raymond Van De Moortell in consultation with the Collection Assistant, Colomba Ghigliotti. The selection should be consistent with the Collection's needs and the above policy statement. Gifts to the Collection are accepted by the curator. Gifts also must conform to the policy statement.

2. The Labor Archives and Research Center collects, organizes, preserves and makes accessible the documents, files, photographs, and ephemera of the labor movement centered on (but reaching beyond where relevant and important) the San Francisco Bay Area and northern California. Specifically excluded from its areas of collection are materials related to the motion picture industry and the United Farm Workers.

The Labor Archives acquires new items in the following manner:

a. Transfer of collections--this includes transfer of both ownership and copyright. (Sixty percent of the collections are acquired in this manner);

b. Deposit of union records--the Labor Archives acts as a depository for the archives of Bay Area unions. Ownership of the records is retained by the union, although the deposit is considered a permanent one. Permanent deposit is a widely used practice designed to protect state-supported universities and unions from FBI and other federal subpoena. (Forty percent of the collections are acquired in this manner);

c. Purchase--on rare occasions, the Labor Archives purchases primary and secondary source materials deemed to have value for research and/or instruction.

3. Special Collections/Archives acquires only in areas of already established collections: a.) Bay Area life, culture, society and history, especially as captured by moving image documentation; b) the history of San Francisco State University, and c), historic children's literature and texts. Examples of fine printing are not collected, *per se*, although items of particular value from the main collections are transferred to Special Collections/Archives from time to time.

No money currently is expended to acquire materials for the Special Collections/Archives Department, nor are gifts or other donations actively solicited. Often individuals and institutions who learn of our collections will donate appropriate materials which fit into our areas of collecting. In addition, curriculum support materials which are unique, of special historical interest, and/or are of considerable financial value may be placed in Special Collections/Archives for special handling and close monitoring of use.

4. The Art Collection consists of three types of materials: fine art, art reproductions, and posters. All of the fine art (original art works) were

donated as gifts. The art reproduction collection consists of mechanically produced copies of fine art works, most of which were purchased in the 1960s. The poster collection includes works acquired in the 1960s as well as some recent purchases (1980s) supported by Friends of the Library funding.

The Library previously had an Exhibits/Graphics specialist to curate all art. Since the elimination of this position and under present budgetary/preservation constraints, no new art has been purchased or recommended for purchase. Gifts to the Collection are carefully scrutinized and may only be accepted if disposition is at the discretion of the Library.

9-13-91 LD/HW