



Requests for Footage Introduction- Core Principles	
Steps you will need to follow when acquiring/ including a footage extract [clip] for your production.	<ul style="list-style-type: none"> • If the footage is from a S4C programme you will always need to- seek permission to use the footage from the rights holder, agree a suitable credit and apply the relevant fee for use of footage. • If the footage is from a programme which includes performances e.g. from actors or musicians you will need to check and if appropriate make payments in accordance with the relevant talent union agreement. • You will always need to identify/ acknowledge the source of the footage [whether they include performances, 3rd party material or are general in their content] within your productions paperwork [PAC]. It is not sufficient to only note 'S4C' as a source. • Please refer to and retain the information that the S4C supply with the footage e.g. programme title, production number, production company etc.
What you will always need to do if you come into S4C to select material.	<ul style="list-style-type: none"> • Provide as much information as possible to ensure that S4C can provide you with the most appropriate material for you to view- i.e. material required and context for its use. • When selecting material you will need to specify in detail the content of your selected footage on the form supplied- e.g. names of actors or performers, details of music being performed, details of any 3rd party material e.g. B&W footage, slides, portraits or photographs.
What you will need to do if you require material to be selected on your behalf by S4C.	<ul style="list-style-type: none"> • Provide as much information as possible to ensure that S4C can provide you with the most appropriate material to view. • Detail of the context you intend to use the material in.
What we will always do when you request material.	<ul style="list-style-type: none"> • Request information about the production you require the footage for e.g. production title or broadcaster and context of use. • Confirm the available details of the source material e.g. programme titles, production number and company, original transmission date. • Provide you with the available information in relation to performance fees, music details or any 3rd party material.



Additional Information	
Where you can find additional information relating to the acquisition and use of footage extracts or the application of any union agreements.	<ul style="list-style-type: none">• S4C Terms of Trade & Review http://www.s4c.cymru/production/downloads/guidelines/terms_of_trade_second_edition.pdf• TAC http://www.tac-cymru.co.uk/home/ or post@tac-cymru.co.uk• MCPS- PRS https://www.prsformusic.com/• Equity www.equity.org.uk• Phonographic Performance Ltd www.ppluk.com• Writers Guild http://writersguild.org.uk/• Musicians Union www.musiciansunion.org.uk
How do you intend using the footage?	
Is the footage required for inclusion in a production for broadcast on S4C?	<ul style="list-style-type: none">• If the footage is from a S4C programme you will always need to- seek permission to use the footage from the rights holder, agree a suitable credit, apply the relevant fee for use of the footage [http://www.s4c.cymru/production/downloads/guidelines/terms_of_trade_second_edition.pdf], make extract payments for any performances [e.g. actors, musicians] in accordance with the relevant talent union agreement, clear any music and acquire the rights to use any 3rd party material [e.g. archive footage, stills, portraits] from the owners. S4C will charge you for the transfer of the footage. S4C or the licence holder will provide you with the available information for clearing the footage.• If the footage is from a programme [S4C copyright or under licence] that is currently in the S4C schedule or about to be transmitted its use in your production may qualify under 'promotional use' providing you make reference to the date & time of its transmission, clear all relevant music rights and clear any 3rd party or archive material if it has not previously been cleared for promotional use.



<p>Is the footage required for inclusion in a production for another broadcaster?</p>	<ul style="list-style-type: none">• If the footage is from a programme under licence to S4C you will need to contact the rights holder directly to acquire the footage, obtain the relevant licences and acquire the information to make payments for any performances in accordance with the appropriate talent union agreement, clear any music and acquire the rights to use any 3rd party material [e.g. archive footage, stills, portraits] from the owners.• If the clip is from a S4C copyright programme you will need to licence the clip via the Content Management Unit [allinlibrary@s4c.cymru]you will need to pay S4C for use of the clip at the negotiated rate, make the relevant payments for any performances in accordance with the appropriate talent union agreement [multi media royalty for non Wales transmission], clear any music and acquire the rights to use any 3rd party material [e.g. archive footage, stills, portraits] from the owners. S4C will charge you a research fee and for the transfer of the footage and may request a copy of the final production for reference.
<p>Is the footage required for a commercial project? [e.g. non broadcast promotional, marketing or corporate].</p> <p>Is the footage required for an educational project for wider distribution?</p> <p>Is the footage for use in a new media production e.g. DVD or multi media application or on line learning?</p>	<ul style="list-style-type: none">• If the footage extract is from a programme under licence to S4C you will need to contact the rights holder directly to acquire the footage, obtain the relevant licences and acquire the information to make payments for any performances in accordance with the appropriate talent union agreement, clear any music and acquire the rights to use any 3rd party material [e.g. archive footage, stills, portraits] from the owners.• If the footage extract is from a S4C copyright programme you will need to licence the footage via the Content Management Unit [allinlibrary@s4c.cymru]you will need to pay S4C for use of the footage at the negotiated rate, make the relevant payments for any performances in accordance with the appropriate talent union agreement, clear any music and acquire the rights to use any 3rd party material [e.g. archive footage, stills, portraits] from the owners. S4C will charge you a research fee and for the transfer of the footage and may request a copy of the completed project for reference.



Do you require a copy of a complete programme for educational or academic use e.g. limited tutorial or discussion, private academic use?

- If the programme is one under licence to S4C you will need to contact the rights holder directly.
- If the programme is under copyright to S4C you will need to contact the S4C Viewers Hotline to request an application form, and then send it to Educationalrequests@s4c.cymru. A charge may be made for this service and material released strictly for educational/ academic use only. The right to any other use would be subject to further negotiation.



<p>Is it for a public viewing/ showing in Wales?</p>	<ul style="list-style-type: none"> • If the footage is from a programme under licence to S4C you will need to contact the rights holder directly to acquire the footage, obtain the relevant licences, acquire the information to make payments for any performances in accordance with the appropriate talent union agreements, clear any music and acquire the rights to use any 3rd party material [e.g. archive footage, stills, portraits] from the owners. • All requests to S4C for will be considered on a case by case basis. If the use is for footage from a S4C copyright programme you will need to licence the use via the Content Management Unit [allinlibrary@s4c.cymru] you may need to pay S4C for use of the programme at the negotiated rate. S4C may charge you for the transfer of the programme. You will need to secure permissions of all contributors and this may involve making payments for any performances [e.g. actors, musicians] in accordance with the talent union agreements, clear any music and acquire the rights to use any 3rd party material [e.g. archive footage, stills, portraits] from the owners. If the audience is fee paying S4C will request that a percentage of the proceeds to be distributed to all eligible contributors. If the audience is not fee paying you will need to contact the relevant talent and music unions to request permission to use.
<p>Is it for a personal promotional show reel e.g. actor, musician, camera person?</p>	<ul style="list-style-type: none"> • If the clip is from a programme under licence to S4C you will need to contact the rights holder directly to acquire the footage. • If the footage is from a S4C copyright programme you will need to give assurance that the material is not for broadcast on any platform, for release to any 3rd party or for commercial exploitation. • If you are not able to comply with the above criteria you will need to licence the footage via the Content Management Unit [allinlibrary@s4c.cymru] . You will need to pay S4C for use of the footage at the negotiated rate. S4C will charge you a research fee and for the transfer of the footage. You will need to secure permissions of all and this may involve- making payments for any performances [e.g. actors, musicians] in accordance with the talent union agreements, clearing any music and acquiring the rights to use any 3rd party material [e.g. archive footage, stills, portraits] from the owners.
<p>Is the request for a copy of a complete programme?</p>	<ul style="list-style-type: none"> • If the programme is under licence to S4C you will need to contact the rights holder directly. • S4C does not release broadcast format copies of complete S4C copyright



	<p>programmes.</p> <ul style="list-style-type: none">• Requests for DVD viewing copies for research purposes in relation to potential requests for footage are considered on a case by case basis and there is a charge for this service.
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