

# KSBY-TV VIDEO REQUEST POLICY

1772 Calle Joaquin San Luis Obispo, CA 93405 805-541-6666

## PERSONAL USE:

If the video is for personal use there is a \$25.00 fee for each request. What you will receive is a copy of the requested story, not the entire newscast. The segment you request may or may not be introduced by KSBY-TV news anchors. Also, only the footage that is seen on the air will be released. KSBY-TV does not release "outtakes", i.e. extra footage shot at the time of the event, interview, etc. It is also important that you specify the newscast (***Daybreak, KSBY News at 5:00, 6:00, 10:00, 11:00***) in which your desired video appeared. Many times the subject will be covered in different forms depending on the newscast. If you would like more than one segment there is an additional \$25.00 for each.

## COMMERCIAL USE:

Re-broadcasting or re-using the video obtained from KSBY-TV is expressly forbidden. If the video you are requesting will result from your financial gain, you must speak with the news director directly. All requests are considered on a case-by-case basis. A fee will be negotiated depending on each circumstance should the request be granted.

## LEGAL USE:

It is our policy to comply with legitimate court-ordered subpoenas. However, we reserve the right to refuse a subpoena in extenuating circumstances. If you are requesting videotape or transcripts of material aired on KSBY-TV, and a court order subpoena is produced, the following fees will be charged:

-\$25.00 archival search fee for *each* story requested

-\$25.00 dubbing fee for *each* unique story copied in response to the subpoena.

***We cannot guarantee that we will have the segment you are requesting.*** In some circumstances copies of certain stories are not available.

Please send a check or money order to KSBY-TV, 1772 Calle Joaquin, San Luis Obispo, California, 93405.

Specify on the request form whether you want to pick-up the material or have it sent to you.

Allow 4-6 weeks for processing. Write "video request" on the outside of the envelope.

# KSBY TV VIDEO REQUEST FORM

PLEASE ALLOW 4 TO 6 WEEKS FOR DELIVERY  
1772 Calle Joaquin San Luis Obispo, CA 93405

NAME:

PHONE:

ADDRESS:

FORMAT REQUESTED (CIRCLE ONE)

DVD OR VHS

DATE IT AIRED:

NEWSCAST (CIRCLE ONE)

DAYBREAK 5PM 6PM 10PM 11PM

DESCRIPTION OF VIDEO REQUESTED:

DO YOU WANT THIS TAPE IF THERE IS NO AUDIO (CIRCLE ONE)?

YES

NO

IS THIS FOR PERSONAL USE (CIRCLE ONE)?

YES

NO

IF NO, NAME & CONTACT NUMBER OF COMPANY REQUESTING:

I, \_\_\_\_\_, HEREBY AGREE THAT THIS TAPE WILL BE FOR PERSONAL USE  
AND NOT FOR LEGAL OR COMMERCIAL PURPOSES.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*Please note, only the video portion of the broadcast that you have requested will be released, not the entire broadcast.*

**FEE (check payable to KSBY-TV) \$25 (for each story requested)**

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## FOR BUSINESS OFFICE USE ONLY

AMOUNT PAID

DATE COMPLETED

DATE SENT TO PRODUCTION

DATE MAILED PICKED-UP