Accessing BBC Archives

A user guide for Independent Production Companies operating under the BBC Terms of Trade

June 2016
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About BBC Archives

Please ensure you refer to our ‘Terms & Conditions’ (Appendix 5)

BBC Archives manage one of the world’s largest audiovisual collections. Our collections include:

- BBC TV and Radio programme archives
- BBC news and photograph archives
- A Commercial music collection covering all musical genres
- A Sheet Music collection

Please note that some of our services are chargeable (See rate card for details – Appendix 1). To ensure that you are clear about the full range of services provided by BBC Archives – please feel free to call us on the numbers provided in Appendix 2.

Setting up an Account and Accessing the Services.

In order to provide each Independent Production Company with access to BBC Archives’ services we will need to set you up with a single company account code. This code should then be quoted each time you access BBC Archives’ services. The application form for account set-up and update is laid out under Appendix 3 of this document.

The form must be completed by a central contact within your organisation (permanent member of staff) who will take responsibility for this account. They will also be required to be the key contact for any queries or issues that may arise.

You need to ensure that contact details remain current. Failure to do this could result in a delay when trying to access BBC Archives’ services.

On receipt of the form, your account will be set up and you will be issued with a unique account number. All BBC Archives’ account numbers follow the same format of 3 letters (commencing with Q), 3 digits and 1 letter and are generally referred to as a Q code.
These account numbers can be used to access BBC Archives’ services across London and the English Regions (Birmingham, Bristol and Manchester). When you call BBC Archives, you must quote the account/charge code (or Q code) to access all the services we provide – this is so that we can monitor the use of our services by our different customer groups.

This account number is ONLY for use for BBC commissioned independent programmes. This account number is not programme specific and should be used for all commissions under the BBC Terms of Trade.

Radio and television archive services for non-BBC/commercial commissions **MUST** be sourced through the **BBC Motion Gallery: http://www.gettyimages.co.uk/bbcmotiongallery**

The use of your account number (or Q code) for non BBC/commercial commissions could result in termination of your account.

**Updating an Account details**
To inform BBC archives of changes to the account, such as address, telephone number or Business Contact, the main/new Business Contact is to fill in the Appendix 3 form and send it to the email address specified on the form.

**Charging method**
TV and Radio Independent Production Companies will be charged on their credit card at the point of service. It is the responsibility of the Company to ensure their staff are provided with the correct credit card details.

Penalty fines for overdue or missing BBC Archive material will be invoiced directly.

BBC Archive will not store details of credit cards and will require credit card details for each chargeable request.
### Appendix 1 - Cost of services (Rate Card)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESEARCH</strong></td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td>£19.00 per 15 minutes</td>
</tr>
<tr>
<td></td>
<td>£275 Daily Rate</td>
</tr>
<tr>
<td><strong>LOANS</strong></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>No charge</td>
</tr>
<tr>
<td>VT, Sound Archive, Sheet Music, Programme As Broadcast Document, Script</td>
<td></td>
</tr>
<tr>
<td><strong>REPLACEMENT CHARGES</strong></td>
<td></td>
</tr>
<tr>
<td>TV Viewing Copies (VHS/DVD)</td>
<td>£27.00</td>
</tr>
<tr>
<td>Sound/Grams CDs/VINYL</td>
<td>£16.00</td>
</tr>
<tr>
<td>TV Master material</td>
<td>VARIABLE</td>
</tr>
<tr>
<td><strong>FINES</strong></td>
<td></td>
</tr>
<tr>
<td>Audio/Grams/VHS/DVDS/Books</td>
<td>£50.00</td>
</tr>
<tr>
<td>Master material</td>
<td>£500.00</td>
</tr>
</tbody>
</table>

Prices exclude VAT
Independent Production Companies will be charged 20% VAT

See Appendix 4 for loan periods
Appendix 2 – Accessing our BBC Archives’ Services

BBC Archives is contactable on: 020 8008 2288

This line provides you with access to our full range of services
To ensure that you are connected to the appropriate team, please listen carefully to our options menu.

There are a number of email addresses for our different services that you can also use:

ArchivesResearch@bbc.co.uk
ArchivesOrders@bbc.co.uk
ArchivesPhotoLibrary@bbc.co.uk
ArchivesProductionIntake@bbc.co.uk
ArchivesMusicLibrary@bbc.co.uk
DesktopJukebox@bbc.co.uk

You can also come along to the BBC Archives Research Centre in London and do your own research utilising in-house databases: TV & Radio web browsers, pronunciation database, online photo database (Elvis), Nexis and a variety of other subscription sites.

Call 0208 0082288 (option 1, 2) to book a session.
Appendix 3 – Account Application Form Template

New Account Request/Update an Existing Account For BBC Commissioned Programmes Only.

This form enables you to obtain an account number for your organisation, which will allow you to access BBC Archive material and services. This account number is to be used only for BBC commissioned programmes and it is not to be used for non-BBC related programmes.

You can also update your account using this form.

Click here to open the form

Please return via email to: ArchivesAdminSupport@bbc.co.uk

Any callers from your company requesting the account number or Q code will be directed to your named contact
Appendix 4 – Loan Periods

<table>
<thead>
<tr>
<th>Item</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV Master Material</td>
<td>2 weeks from the day the order is placed</td>
</tr>
<tr>
<td>Television Tapes</td>
<td>4 weeks from the day the order is placed</td>
</tr>
<tr>
<td>Radio/Sound Tapes</td>
<td>4 weeks from the day the order is placed</td>
</tr>
<tr>
<td>Reference Books</td>
<td>4 weeks from the day the order is placed</td>
</tr>
<tr>
<td>Sheet Music</td>
<td>4 weeks from the day the order is placed</td>
</tr>
<tr>
<td>Still Photographs (hard copies)</td>
<td>4 weeks from the day the order is placed</td>
</tr>
<tr>
<td>Commercial Music</td>
<td>4 weeks from the day the order is placed</td>
</tr>
<tr>
<td>Document Files</td>
<td>2 weeks from the day the order is placed</td>
</tr>
</tbody>
</table>

Please note that your contact information may be passed to parties (either within the BBC or third party Independents) requiring the material on loan to you. The BBC will only retain and use the information you provide for the purposes of retrieving overdue/critical items. The BBC is the Data Controller for the purposes of collecting this data. Please visit the BBC's Privacy & Cookies Policy (www.bbc.co.uk/privacy) for more information.
Appendix 5 - Terms and Conditions.

Click here to open the Terms and Conditions