



Billing Policy of Archival material

1. Introduction

After the transfer of the archive material (video and audio) in the new building of the Archive of CYBC, its maintenance and protection at the basis of international standards and the progressive introduction to digitization and all that with increased cost maintenance, it is decided the implementation of billing policy for the material that is made available to third persons. The following decision is a binding document, which was approved by the board of Directors of CYBC in a meeting dated 10.08.13. The Board reserves the right to revise the specific billing policy, whenever it deems necessary.

2. Things included in the archival material.

Television.

The video archive is divided into two categories. A) The material derived unchanged from filming, ie, raw footage (rushes) and the material not used during editing (trims). B) Whole programs including documentaries by CYBC, News Bulletins and reports, entertainment programs and cultural programs, all productions of CYBC. This material is in six different forms of substrate, which are listed below in chronological order of use, from the oldest to the current. 16mm films, 2 inch strips, one inch strips, Umatic tapes, BETA tapes, DVCPRO tapes.

Radio.

The radio archives, includes speech and music programs , most are CYBC's own production , some ERT's production , which have been digitized and recorded on a server . A big part of the material continues to be in bands of 5, 7 and 10 inches and a smallest number on cassettes and dads. The radio archive also includes a rich collection of songs and music, which has either have been digitized or is on CD and discs.

3. Archive Classification.

The archival material (video and audio) is divided into three main categories , depending on the year of production.

a. Historical Archive (1958-1980)

b. The last Archive (1981-1990)

c. Contemporary Archive (1991-today)

It needs to be noted that 1991 is considered a landmark year, since after that date, we have private transmissions and for this reason , much of the archival material is available from other sources as well. But until 1991, the material belongs almost exclusively to the CYBC Archive . It is clarified that the oldest archival material for radio dates back to 1953 and in regard to television material in 1958 .

4. Billing.

In accordance with paragraph 3, the following charges are determined.

1. Historical Archive (1958-1980): 150 Euros / all program or parts of it *

2. The last Archive (1981-1990): 100 Euros / all program or part of it*

3. Contemporary Archive (1991-today): 50 Euros / all program or part of it*

On the above charges, it should be added the VAT as stated by the law.

* It is clarified that in cases where there will be archival material composition of different productions, the value to the sum of the selected material , having considered the processing time of the research, the production period of the selected material and the duration of the older material that may contained in the research. It is understood that the material will be provided for personal use and the corner of the image, in the case of television material, the CYBC logo will be incorporated.

5. Commercial Use.

When the material that will be granted will be for commercial use in Cyprus, only excerpts of the material would be granted and the following charges will apply.

1. Historical Archive (1958-1980): 50 Euros / per minute or parts of it

2. The last Archive (1981-1990): 30 Euros / per minute or parts of it

3. Contemporary Archive (1991-today): 20 Euros / per minute or parts of it

To the above charges, a fixed amount of 50 Euros is added as cost of task processing . This amount is prepaid and non-refundable.

When the material that will be granted, is broadcasted in Europe, the price doubled.

When the transmission is outside Europe, the price tripled . In case of global transmission , the price five times the initial amount. The prepaid amount for task processing increased to 100 Euros.

On the above charges, it should be added the VAT as stated by the law.

6. Musical Archive.

Regarding the Radio Music Archive, the charges concern programs which are free of copyright. Apart from very exceptional cases, it is strictly prohibited to offer copies of the radio music archive, even for a fee, whose copyrights belong to third parties. Exceptions include non-profit organizations and they can use the material that is only available by CYBC, exclusively for social purposes.

7. Exceptions.

From the charges of paragraph 4, the following are exempted.

Programs or extracts of programs, that are granted to first-degree relatives of people who it is proven that have offered their lives in the public interest. In the corner of the image, the CYBC logo will be incorporated.

8. Application process.

The granting of archival material is made upon written request to the Archives Service. Each request is duly examined and a common policy is followed . For the granting of copies of large productions for commercial purposes, a contract is prepared which would determine the permissible projection / transmission time. Additionally, for any charge in excess of 10,000 Euros, a special agreement will be drafted and signed by the General Directorate .

9. Payment Process.

After approval of the request, the applicant is required to pay in advance at the Department of Finance or banking RIK account, the cost of processing task, wherever that is applied and is non-refundable.

The payment of the balance/full amount, is made upon the preparation of the copy and before the applicant receives it. Payment is made at the Department of Financial Services or at the Bank account of CYBC.

On the receipt that is given it is written that the copy is granted on the grounds that the application was made and it is prohibited to copy, reproduce, and post on the Internet for commercial exploitation . In the cases of big public display productions are covered by paragraphs 5 and 8.

10. Reference to CYBC as an information source.

In all cases of projection/transmission of archival material, there is the obligation to refer to CYBC as an information source.

11. Alternative ways to access/acquisition broadcasting material.

The broadcasted material of the current production, once transmitted, it is uploaded on the CYBC website, where it remains for a period of 15 days, enabling the parties to access it for free. ONLY for private use and purposes, the public in this way, can obtain it for free .