



*Instructions for Finding and Requesting Video Files:
University Archives Intercollegiate Athletics Records (UA 015)*

The University Archives Intercollegiate Athletics Records (UA 015) contain moving image materials documenting University of Oregon Athletics. This collection is unprocessed and unavailable for use. Requests to digitize and make available films and video recordings from this collection will be denied until the collection is processed and available.

However, selected films and video recordings in this collection have been digitized and are available for use as digital video files. This document provides instructions for finding and requesting digital video files of films and video recordings in this collection.

Please note the UO Libraries does not provide assistance in identifying or preparing clips of footage within larger digital video files of films and video recordings. However, the UO Libraries will make available entire digital video files of interest to researchers so researchers may identify and prepare clips of footage on their own.

INSTRUCTIONS FOR FINDING AND REQUESTING DIGITAL VIDEO FILES

1. Open the Intercollegiate Athletics Records (UA 015) Index of Digital Video Files [handle URL]
 - The index includes only digital video files that are available
2. Search the Index of Digital Video Files for items of interest
 - The index is available as an Excel spreadsheet and Comma Separated Value text file
 - You may browse the index by opening the document in a web browser window
 - To sort or filter the index entries, download the file and use Excel sort or filter functions
3. Note the Collection ID (Column A) and Item ID (Column B) of digital video files of interest
 - Example: UA 015, Item 0015
4. Request the digital video files using the UO Libraries' Reproductions and Permissions Request Form: https://oregon.qualtrics.com/jfe/form/SV_42xEcUSyv54uEKN
 - No charges for digital reproduction will be levied
 - Delivery of files will be subject to terms discussed in the request form

If you have questions or concerns, please go to our homepage and click on the "Ask an Archivist" link: www.library.uoregon.edu/special-collections

Our direct reference email is:

spcarref@uoregon.edu

Thank you,
Special Collections & University Archives University of Oregon Libraries