

HARVARD FILM ARCHIVE

24 quincy st • cambridge ma 02138 • ph 617 495 4700

FILM LOANS – POLICIES & PROCEDURES

The Harvard Film Archive (HFA) is a member of the International Federation of Film Archives (FIAPF) and observes their rules and regulations concerning the loan of film material to FIAPF member archives. Prints from the HFA collection are regularly loaned to FIAPF member motion picture archives and other venues that meet the HFA's strict requirements for the professional care, handling and projection of archival films.

1. The HFA is careful about loaning unique archival film material and will only loan material that is backed up by other print material. Loan requests will be assessed and approved by an internal access committee. The HFA reserves the right to refuse any loan request due to existing programming plans or preservation concerns.
2. All loaned film prints may only be screened on multi-projector (changeover) systems. Projection on platter systems is strictly prohibited. Film prints may not be built up, broken down or cut (including leaders) for any reason. No changeover marks are to be etched onto the film. Removable marks, such as those made with a grease pencil are allowed. All HFA loan prints are inspected prior to lending and upon return.
3. Borrower is responsible for any change in condition or damage to the films and agrees to bear all expenses of repair, and or replacement footage. Should any charges be necessary due to loss or damage, to be determined by the HFA, an invoice will be issued for that damage and Borrower will be responsible for payment in full.
4. Borrower ensures that loaned films are handled and screened by qualified professionals. Proof of projectionists' qualifications may be requested before loans to new venues are approved. The HFA may terminate loan agreements in the event that it, in its sole discretion, deems such credentials to be inadequate.
5. Borrower acknowledges that the Harvard Film Archive makes no warranty or representation with respect to distribution rights of the films. Before we can release the prints, Borrower must receive written authorization from the rights holder authorizing all screening dates. It is the sole responsibility of Borrower to secure any

and all permissions necessary. Borrower shall indemnify and hold the HFA and the Harvard College Library and Harvard University and its regents, trustees, directors, officers, representatives and employees harmless from any and all claims, losses, demands and liabilities arising from the use of this print. The HFA will not conduct rights research on Borrower's behalf. The HFA will direct Borrower to rights holder if known.

6. Borrower will incur all costs of print shipment to and from the theater. Prints will be shipped using Borrower's Federal Express account or other agreed upon shipper. Borrower will pay all insurance expenses and customs clearance charges as well as duties and taxes. Borrower will insure the print for the return shipment at the same value listed on the waybill when the print was shipped from the HFA. FedEx ground service must not be used. Borrower will monitor shipments to prevent loss. Borrower will return these archival prints within three days after their screening date. Borrower may be required to submit proof of insurance with the loan request form.
7. Borrowers will be asked to complete and submit a Venue Report that the HFA will keep on file. Borrower shall update the Venue Report as necessary.
8. Unencrypted DCPs and digital files will be made available for exhibition screenings only. No other use permitted. Besides the initial downloading of the file for the exhibition, reproduction in any form, either whole or in part, is expressly prohibited. All ingested DCPs and digital files must be deleted from Borrower's cinema servers within 24 hours of final screenings.

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LOAN REQUEST PROCEDURES

Step 1

Determine availability of HFA film material. Email the HFA's Collections Manager, Mark Johnson (mhjohns@fas.harvard.edu), with a list of desired titles and screen dates. This initial email should be received at least four weeks in advance of your proposed screening. The HFA will inform you of the condition and availability of the film material for your program.

Step 2

Upon receiving confirmation of print availability, Borrower should formally request films by emailing the necessary forms along with evidence of rights clearance. Borrower will email the completed PDF of the HFA Loan Request Form. If you are a non-FIAF member please also fill out and email the HFA's Venue Report Form at this time. A Booking Confirmation from the HFA will specify a deadline by which you, the borrowing institution, must provide the HFA with the following items:

- Loan Venue Report signed
- Evidence of copyright permission for screening(s)

Step 3

Upon receipt of the above materials, the HFA will email an official Loan Agreement form to be signed and returned. Film material will be prepped and sent to the borrowing institution for delivery one week prior to scheduled screenings. Outbound courier tracking information will be provided to Borrower the day of the shipment. Following your final screening(s), borrowed film material must be returned to the HFA within one week.