

HARVARD FILM ARCHIVE

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

FILM LOAN REQUEST

Main Contact Information

Borrowing institution:

Venue:

Venue address:

Primary contact name:

Phone:

Email:

Secondary contact name:

Shipping address:

Phone:

Email:

Print Information

	Title	Director	Year	Format
1.				
2.				
3.				

Name of film series, program or exhibition:

Screening date(s):

Number of screenings: ☐ One ☐ Two ☐ Public ☐ Classroom

The HFA does not lend archive material for exhibition if films are available from commercial sources or distributors. For requested titles, please indicate the studios, distributors, archives or collectors that have already been contacted and indicate why these titles were not available from the sources:

	Film title	Source contacted	Reason film is unavailable
1.			
2.			
3.			

Borrower acknowledges that the HFA makes no warranty or representation with respect to the 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 the borrower to secure any and all permissions necessary.

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Shipping Information

Primary shipping contact and address (if different from institution contact)

Venue address:

Shipping contact:

Phone:

Email:

Requested delivery date:

Planned return date:

Preferred shipper and account #:

All borrowed film material will ship to arrive approximately one week prior to the screening date unless other arrangements are made. Shipment tracking information will be emailed to borrower on day of shipment.

Returning films: All borrowed materials must be shipped back to the HFA via FedEx (or other agreed upon courier) within one week of the final screening date, unless prior arrangements have been agreed upon. Do not use ground service. Please return prints heads out. Send shipment tracking information to Mark Johnson: mhjohns@fas.harvard.edu

Return Address:

Harvard Film Archive

24 Quincy Street

Cambridge, MA 02138

USA

Attn: Mark Johnson, Tel: 617-496-8438

Form submission: please submit this form via email as a PDF to mhjohns@fas.harvard.edu