

# ANTHOLOGY FILM ARCHIVES

32 Second Avenue New York, NY 10003 Phone: (212) 505-5181 Fax: (212) 477-2714  
www.anthologyfilmarchives.org

## Archival Print Loan Policy

Anthology Film Archives (AFA) adheres to archival film handling and projection policies and does not operate as a commercial distributor for the films, videos, and other audio-visual materials in its collection. AFA is only able to loan prints from its motion picture collection on a “first come, first served” basis for occasional public screenings by qualified non-profit organizations, subject to print availability and certain terms and conditions. AFA cannot loan prints for private screenings, for classroom screenings, or for commercial exhibition. AFA is a member of the International Federation of Film Archives (FIAF) and the Association of Moving Image Archivists (AMIA).

### **General Information:**

Print loans are restricted to 35mm and 16mm prints from AFA’s preservation collection, or films for which AFA holds at least two prints in equally good condition. Any print considered to be in poor condition or which does not accurately reflect the filmmakers’ original intention cannot be lent. The Archive does not loan video copies (unless a work was produced in that format) or provide video copies for personal use.

16mm archival prints will only be loaned to organizations that use approved projectors with qualified professional projectionists. AFA reserves the right to inquire about the projector type and model used at the borrower’s screening venue. For 35mm prints a conventional two-projector (changeover) system is required for loan purposes. Prints will **not** be loaned to organizations that use a platter projection system or that build prints onto larger reels in order to reduce the number or changeovers required.

In order to minimize wear and tear on archival prints, films may only be screened once per loan. Requests for additional screenings will be considered on a case-by-case basis. An additional charge will be applied if multiple screenings are permitted.

Organizations that have not previously borrowed prints from the Archive may be asked to submit contact information for sources from which they have previously borrowed films or letters of reference attesting to their ability to handle archival prints responsibly.

There are times when AFA’s busy schedule does not allow us to facilitate print loans. Our ability to approve loan requests is limited by the number of prints our archival staff and shipping staff can handle during a given period of time. Borrowers will be referred elsewhere if the same film is available in a print of comparable quality from a commercial distributor. Borrowers may also be asked to scale back the size of their request.

**Rights Clearances:**

Rights to many films in AFA's collections are controlled by outside individuals or commercial distributors. Before a loan can be approved, borrowers must provide written evidence of copyright clearance, or else written permission from the artist, estate, or copyright holder. Invoices and loan forms cannot be created, nor can prints be shipped, until all proper clearances have been received.

**Loan Service Fees and Invoicing:**

AFA charges a *loan service fee* that varies depending on such factors as film length and the number of films and screenings requested. Depending on the loan, AFA's loan fee may also include rights clearances and a royalty fee for the filmmaker, estate, or copyright holder. In some cases the borrower will be charged a loan service fee by AFA and asked to make separate payment of the agreed upon rental/royalties directly to the filmmaker or estate.

Potential borrowers will be told the amount of the loan fee at the time they make their request. Upon agreement and proof of rights clearance (if needed) loan paperwork will be provided by AFA to the borrower. These loan forms should be filled out completely, signed, and returned to AFA in a timely manner. AFA will then issue an invoice for the loan service fee. Payment of the loan fee is required in advance of the shipment.

**Shipping and Insurance:**

For all print loans the borrower is solely responsible for round trip shipping charges and "wall-to-wall" insurance costs which will be adjusted per reel. AFA's exclusive shipping agent is Federal Express. Requests to substitute another shipper will not be considered. The borrower must provide their own Federal Express shipping number, as AFA is unable to prepay shipping expenses for later reimbursement. Films cannot be shipped to third parties for additional screenings without written consent from AFA.

**Print Safety and Security:**

The borrower accepts full responsibility for the safety and security of the print from the time it is shipped until the time it is returned to AFA.

The borrower is responsible for inspecting prints after delivery and notifying AFA of any damage discovered before projection. Otherwise, AFA will assume that any damage discovered upon return is the fault of the borrower.

Head and/or tail leaders may not be removed from any AFA print for any reason. Discovery that head and/or tail leaders have been previously removed should be reported as the borrower would report any other damage.

The borrower must return or ship all prints heads out and on the projection reels on which they were received. Reel ends must be securely fastened with strong new tape.

Late returns on prints will be grounds for AFA to charge a late fee (as indicated in AFA's loan agreement form) and to refuse future loan requests.

The borrower will be expected to reimburse AFA for lost prints and any form of damage including, but not limited to, heavy scratches, torn perforations, unauthorized cuts and splices, and breaks caused by the borrower during handling, projection, winding, or as a result of careless packaging and shipping, up to the full replacement cost of the print.

In order to safeguard the integrity of its motion picture collection, AFA reserves the right to suspend or terminate borrowing privileges to any organization for any reason, including, but not limited to, undue or repeated print damage, unauthorized use or duplication of borrowed prints, or lack of adequate onsite security.

**Inquiries and Booking of Print(s):**

AFA holds only one circulating print of most films available for loan. For this reason, borrowers are encouraged to submit loan requests as far in advance as possible. Print loan requests *must* be received in writing by post, fax, or e-mail a minimum of **45 days in advance** of the desired screening date. AFA is under no obligation to fulfill late requests.

To request a print loan, a written request must be provided to the contact at AFA listed below. Please include all of the following information:

- the exact title of the film(s) and name of the filmmaker/producer
- the exact screening date(s) proposed
- the name and address of the borrowing organization
- the name and address of the screening venue

All requests should be addressed to:

John Klacsmann  
Archivist  
Anthology Film Archives  
32 2<sup>nd</sup> Avenue  
New York, NY 10003  
USA

Fax: 212-477-2714  
Email: [johnk@anthologyfilmarchives.org](mailto:johnk@anthologyfilmarchives.org)  
Phone: 212-505-5181 ext. 16