



1313 North Vine Street • Los Angeles, CA 90028-8107 • TEL 310.247-3006 • FAX 310.247-3032

PRINT LOAN REQUEST

Main Contact Information

Borrowing institution: _____

Sponsoring institution, if different (FIAPF member preferred): _____

Primary contact name: _____

Mailing address: _____

Office phone: _____ *E-mail:* _____ *Fax:* _____

Secondary contact name: _____

Mailing address: _____

Office phone: _____ *E-mail:* _____ *Fax:* _____

Print Information

Purpose of loan, screening program, or exhibition title: _____

If print is being requested for a retrospective series or honors event, will the subject/honoree be present in person at the screening(s)? Yes No

Exact date(s) of the screening(s): _____

Number of total screening(s): _____

Films Requested: (Attach additional pages if necessary)

<i>Title</i>	<i>Director</i>	<i>Release Date</i>



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Print Information (cont.)

Preferred film gauge is assumed to be 35mm. If you can accommodate other formats, please indicate:

16mm 35mm 70mm Video/Other (specify): _____

Video format (if applicable): DigiBeta BetaSP VHS DVD

Recording standard for video: PAL NTSC

(Please note that charges may apply for NTSC-PAL conversions if material in the desired format is not already available.)

Will admission be charged at these screenings? Yes No *If yes, how much?* _____

Please include proof of rights clearance with this request form, or ask that the rights holder contact us by e-mail, phone, or fax to indicate approval. No material will be released to borrowers without proof of rights clearance.

As an archive, our primary mission is preservation. We do not lend archive prints for exhibition if they are readily available from commercial sources or studio collections. For each title being requested, please indicate ALL distributors, studios, other film archives, and/or private collectors you have already contacted about securing a loaned print, and the reason(s) a print was not available from that source.

<i>Film Title</i>	<i>Source Contacted</i>	<i>Reason print was unavailable for loan</i>

All calendar listings, advertisements, and printed programs must include the following credit:

"Print courtesy of the Academy Film Archive".



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Date and Shipping Information

Date on which you will need to have print(s) delivered: _____

Date on which the print(s) will be returned: _____

Primary contact for shipping arrangements, if different from primary contact above: _____

Preferred shipper and account number (you may provide this information now or when shipping arrangements are made): _____

All borrowed material must be shipped back to the Archive via air within one week of the final screening date, unless prior arrangements have been agreed upon. Tracking information must be sent to filmarchive@oscars.org. Films should be shipped attention Film Trafficking at the Archive's address.

Please submit this via e-mail to filmarchive@oscars.org, or via fax to the attention of May Haduong at (310) 247-3032.

By submitting this print loan request to the Academy Film Archive, the borrowing institution agrees to all guidelines and requirements listed on the Archive's website at <http://www.oscars.org/filmarchive/using/loanpolicies.html>

*By submitting this print loan request request to the Archive, the borrowing institution agrees to allow the Archive to post information about the screening on its website (<http://www.oscars.org/filmarchive/collections/screenings.html>). If an exception is to be made for this loan, please check this box. *If a listing on the website is permitted but with restrictions, please include this information below.**

