

Theatrical and Non-Theatrical Screenings

Catalogues

- Titles available for screening loans are available through two separate catalogues, both of which can be searched from the NFSA website.
- **NFSA Search the Collection** (Theatrical Loans) which includes 35mm and 16mm film prints.
- **Non-Theatrical Loans Catalogue**, which includes pre-licensed titles for non-theatrical and educational use on 16mm film, VHS and DVD.

Access

- Loans can only be made to groups or organisations which are registered with the NFSA. They cannot be made to individuals for private use or home screenings.
- Individuals and prospective borrowers may view selected titles at [NFSA offices](#) in Canberra, Sydney and Melbourne. Registration is not required. Appointments are necessary and fees based on viewing time may apply.

Registration

- The Screening Loans Registration Form is to be completed by all borrowers wishing to loan and screen NFSA material. NFSA reserves the right to assess registration applications and accept or reject the application at its discretion.
- The specific projection and associated equipment used by the borrower, together with the qualifications and experience of projectionists, form part of the registration and approvals process. It is a good idea to consult with your projectionist or venue manager when completing this section of the registration form, as applications that do not contain these technical details will not be considered.
- Eligible borrowers applying to access titles licensed for non-theatrical loan must also complete the Non-Theatrical Loan Agreement part of the Registration form. This agreement serves as a legal contract between the borrower and the NFSA and binds borrowers to conform to the current Conditions of Loan for all subsequent screening loans.
- Borrowers applying to access unlicensed titles for educational purposes, as permitted under exemptions in the Copyright Act, must also complete the Educational Loan Agreement part of the Registration form.

Loan Agreement

- All loans of titles for Theatrical screenings will be made under a separate Loan Agreement for each loan or event, which is in addition to the one-off Registration Form.
- The Loan Agreement serves as a legal contract between the borrower and the NFSA.
- Your responsibilities as a borrower will be detailed on the Loan agreement.

Copyright

- Unless prior written consent has been obtained from the copyright holder, or the title has been appropriately licensed by the NFSA, it is an offence to:
 - Screen a NFSA title to an audience.
 - Use NFSA titles for any commercial purpose, including exhibition in a commercial cinema or at a screening where admission is charged.

- Transmit or communicate NFSA titles by electronic or digital means, such as television, closed circuit, cable, on-line or any other electronic means of any kind, present or future.
- Save, copy or reproduce NFSA titles as a whole or in part, by any format or storage method whatsoever
- The Borrower will forward through any required written copyright clearance permission from the copyright owner to Screening Loans staff at least **two weeks prior to the Screening date/s**.
- NFSA will not despatch film titles to borrowers until all Registration and Loan Agreements have been satisfactorily completed and appropriate copyright clearances have been received.

Non-Theatrically Licensed Titles

- The NFSA has paid a fee to rights holders of selected titles so that these can be loaned for non-theatrical screenings.
- In most cases loans from the NTLC include the rights for non-theatrical screenings by the registered organisation. Some titles are restricted to use only by educational institutions for the purpose of curriculum.
- Direct charges for admittance to screenings of NFSA pre-licensed titles are not permitted, however member organisations may charge their members a subscription fee for season entry.
- Loans required to be **despatched within 5 days** of booking attract an additional Express Booking fee, plus any express freight charges which may be required. Such loans need to be booked by phone.

Booking

- Booking requests should be made through Screening Loans staff via email or telephone.
- NTLC borrowers will be provided with a website login and are requested to book titles online directly from the Non-Theatrical Loans Catalogue where possible. Bookings may also be made by email or phone.
- Bookings should be made at least 6 weeks in advance for Theatrical Loans, and 2 weeks in advance for loans from the NTLC. NFSA reserves the right not to accept bookings made at shorter notice, which will be subject to capacity, and for which additional fees may apply.
- The normal loan period for material will allow for one screening only, to ensure maximum availability of titles for all borrowers. A reasonable allowance is made for shipping time to and from borrower locations across the country.
- Multiple screenings and extended bookings will need to be negotiated and additional fees may apply.
- Material lent is subject to conditions of loan, specific projection conditions and print availability. The NFSA reserves the right to specify projection particulars or decline requests to loan items.
- Borrowers may not re-lend NFSA titles to any other person or organisation.
- NFSA staff can provide curatorial advice for your program. Research fees of \$54 per hour may apply. Please discuss with a staff member.

Cancellations

- Bookings may be cancelled by notifying staff via email or telephone. NTLC borrowers may cancel advance bookings directly via the website. No charge will be made for cancellations made more than 10 working days ahead of the required despatch date
- In the event that a booking is to be cancelled **less than 10 days before the required despatch date**, cancellation charges of up to half the loan fee for the order may apply, if film prints have already been prepared for despatch.
- **Bookings cannot be cancelled once they are despatched.** The full loan fee for the order will apply and the borrower will still be responsible for the cost of return freight.

Returns

- It is the responsibility of the borrower to ensure the safe return of items on time to the NFSA and pre-pay all return freight costs.
- Borrowers must use a trackable mail system, such as Registered Mail, Express Post or a commercial courier.
- Film prints should be tight wound and flat. Titles should be returned securely packaged using original boxes and packaging material.
- The print must arrive back at the NFSA no later than **two weeks** after the screening. The NFSA reserves the right to charge a weekly overdue loan fee as per the current fee schedule.

Insurance and Damage

- It is required that borrower hold insurance cover for the loss or damage to NFSA items whilst in their care. This includes during both outward and return freight, and whilst being projected.
- Borrowers with third party venue hire arrangements (ie cinema or screening venue) should ensure that their arrangements cover loss and damage of film prints while at the venue.
- The Borrower agrees to show the NFSA its Certificate of Insurance upon request, or otherwise demonstrate that appropriate insurance cover is held.
- Borrowers may be required to pay for the repair or replacement of a collection item in the instance where the item is lost or damaged. Upon return of the damaged item, the NFSA shall determine whether the item needs to be replaced or repaired.
- If an item arrives in a damaged state, the borrower should inform the NFSA prior to screening, otherwise the NFSA will assume that the damage was caused by the borrower. Borrowers should not attempt to repair damage, but should include an explanation of the nature and cause of the damage on the screening report.
- For more information refer to the NFSA “Loan Damage and Insurance” Information Sheet.

Screening Report

- A Screening Report is sent with each order requesting information on audience numbers and print quality. The screening report should be completed and returned with films. Information supplied by borrowers enables the NFSA to assess its service and to be more responsive to borrowers' needs.

Acknowledgment

- All NFSA film prints contain a film leader stating that ‘This print is from the National Film and Sound Archive of Australia’. This leader, and any additional sponsor or collection acknowledgements attached to the print by NFSA are to be screened preceding the film, and must not be removed from the print.
- Any publicity, advertising or screening notes, whether printed or in online or electronic form, should acknowledge titles loaned from the NFSA as follows: ‘Print courtesy of the National Film and Sound Archive’.
- Each title sourced from the NFSA should carry this acknowledgement.
- Wherever possible, the NFSA would like this acknowledgement to be accompanied by NFSA's logo which is available electronically from NFSA Screening Loans staff.
- Most loan items will include a notice stating that the print is from the NFSA. Where commercially produced videos and DVDs are loaned, the borrower is requested to announce at the commencement of the screening: ‘This print is from the National Film and Sound Archive’.
- Any additional acknowledgements that may be required will be advised to borrowers at time of booking. These may include credits for sponsored collections and restoration partnerships.