

Screening Loans Registration Form

A GUIDE TO COMPLETING SCREENING LOANS REGISTRATION FORMS

The National Film and Sound Archive (NFSA) offers a rich and diverse collection of film titles on different screening formats, which are available for theatrical and non-theatrical loan to film festivals, cinemas, film societies and educational and cultural organisations. Access is through two separate catalogues:

NFSA Search the Collection (Theatrical Loans) Catalogue

The NFSA titles available through the *Search the Collection* catalogue are primarily Australian films (with some international content). 35mm and 16mm Archival or Access prints of feature films, trailers, shorts, newsreels, cinema ads and documentaries are available for both theatrical and non-theatrical loan subject to NFSA Conditions of Use and to clients obtaining a copyright clearance in every instance. 'Archival' category prints have special screening requirements (eg. dual projectors). Videos in the NFSA Catalogue are not generally available for loan, though in some cases, video copies can be made at additional cost.

Non-Theatrical Lending Collection (NTLC)

A separate, licensed loans catalogue of 16mm films, DVD and VHS formats is also available. Thousands of Australian and international features, shorts, animations, documentaries, TV shows, experimental and educational films are pre-licensed for loan to approved organisations screening for non-commercial purposes. Theatrical screenings from this catalogue are available subject to copyright clearance.

Completing the Screening Loans Registration forms

The registration forms are in four parts. All clients should complete Parts A and B, with non-theatrical clients also completing Part C and educational institutions completing Parts C and D.

ORGANISATION REGISTRATION - PART A

All clients should complete Part A, providing name and contact information for your organisation, film delivery addresses and insurance details. This is a registration only, and clients wishing to loan titles for theatrical screenings will be subject to a separate loan agreement for each subsequent loan event.

VENUE AND EQUIPMENT REGISTRATION - PART B

All clients should complete Part B with reference to their screening venue and indicating the projection formats to be utilised. Film projection venues should also complete all parts relevant to their equipment set-up in consultation with their senior projectionist. Clients using more than one screening venue (such as film festivals or touring programs) should complete one Part B form for each venue.

NON-THEATRICAL LOANS DECLARATION - PART C

Borrowers meeting the eligibility criteria to loan from the Non-Theatrical Lending Collection must complete and sign Part C. This legal declaration is for specified organisations who agree to screen titles under non-theatrical and non-commercial conditions. Once registered, clients will be able to directly book and screen licensed titles from the Non-Theatrical Catalogue. Titles from this catalogue may be borrowed and screened theatrically by commercial clients, subject to copyright clearance – please contact NFSA for details.

EDUCATIONAL DECLARATION - PART D

Only Educational Institutions should complete and sign Part D, in order to access restricted (unlicensed) titles in the Non-Theatrical Catalogue for the purpose of curriculum based study. This declaration confirms that the educational institution is eligible to screen films without further copyright clearance, subject to exemption provisions in the Copyright Act.

Send the completed registration forms to NFSA Screening Loans:

FAX:	02 6249 8159
Scan / Email:	screeningloans@nfsa.gov.au
Assistance and Enquiries :	1800 012 175



Screening Loans Registration Form

ORGANISATION REGISTRATION - PART A

Please register my organisation for access to film prints and videos in the NFSA's Catalogue.

Organisation Details

Organisation Name	
Regular Screening Venue	

Contact Details

Principal Contact			
Title / Role			
Email			
Direct Phone		Mobile	
Alternate Phone		Fax	
Authorised Bookers			
Billing Address			
Suburb		State	Postcode

Delivery Details

Delivery Address for films			
Suburb		State	Postcode
Delivery Contact		Phone	
Email		Mobile	

Insurance Details

Insurance <i>Please mark with an X (all appropriate statements)</i>	<input type="checkbox"/> I have read the NFSA's "Loan Damage and Insurance" Information Sheet and understand our liabilities in relation to loss or damage of NFSA materials. <input type="checkbox"/> Our Organisation has sufficient insurance cover for loss or damage to NFSA materials while in our possession and in transit <u>to and from</u> NFSA. <input type="checkbox"/> Our Organisation has insurance cover for film prints during projection. <input type="checkbox"/> Our Organisation is a current member of a Film Society Federation and is covered by their members' insurance for videos and film prints, including during projection. <input type="checkbox"/> Our Organisation will self-insure for the loss or damage of DVD and video materials.
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Declaration Authorised representative of organisation to complete:

I warrant that the information I have supplied is correct and I agree to contact the NFSA if any changes occur to the organisation details or venue equipment. I understand that this registration form does not constitute an agreement to loan, and that the conditions of loan are subject to a separate loan agreement. I warrant that I am an authorised representative of the organisation above and the organisation will adhere to all of the undertakings in this registration form, subsequent loan agreement/s and conditions of loan.

Name	Position
Signature	Date

OFFICE USE ONLY-

NFSA Client Number	Non Theatrical Client Number
Processing Officer	Date



Screening Loans Registration Form

VENUE AND EQUIPMENT REGISTRATION - PART B

SCREENING VENUE DETAILS

Venue Name						
Venue Street Address <small>(Complete only if different to Organisation details in Part A)</small>						
Town / Suburb		State		Postcode		
Venue Manager /Contact						
Email				Phone		

Equipment Details (please mark with an X where appropriate)

Screening Formats	<input type="checkbox"/> 16mm film	<input type="checkbox"/> 35mm film	<input type="checkbox"/> DVD / Video Projection
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If registering to loan 16mm or 35mm film formats, please complete the following as applicable:

35mm Film Projection Details

Film Equipment	<input type="checkbox"/> Dual Projectors	<input type="checkbox"/> Platter	<input type="checkbox"/> Tower	<input type="checkbox"/> MUT	<input type="checkbox"/> 6000' spools
Make & Model					
Variable Speed	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Which Speeds?		
Screening Ratio	<input type="checkbox"/> Full Frame (1:1.33)	<input type="checkbox"/> Academy (1:1.37)	<input type="checkbox"/> Euro Widescreen (1:1.66)		
	<input type="checkbox"/> Widescreen (1:1.85)	<input type="checkbox"/> Anamorphic (1:2.35)	<input type="checkbox"/> Anamorphic (1:2.55)		
Sound	<input type="checkbox"/> Mono	<input type="checkbox"/> Dolby A	<input type="checkbox"/> Dolby SR	<input type="checkbox"/> Dolby Digital	<input type="checkbox"/> DTS
Rewind Equipment	<input type="checkbox"/> Manual <input type="checkbox"/> Motorised re-wind bench, with variable speed control				
NOTE: <i>Archival category prints require dual projectors and 2000' changeovers. Only Access prints may be plattered.</i>					

16mm Film Projection Details

Film Equipment	<input type="checkbox"/> Single Projector	<input type="checkbox"/> Dual Projectors	<input type="checkbox"/> Portable	<input type="checkbox"/> Pedestal
Make & Model				
Intermittent mechanism	<input type="checkbox"/> Claw	<input type="checkbox"/> Geneva / Maltese cross		
Variable Speed	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Which Speeds?	
Screening Ratio	<input type="checkbox"/> Academy (1:1.33)	<input type="checkbox"/> Anamorphic (1:2.66)	<input type="checkbox"/> Zoom lens	
Sound	<input type="checkbox"/> Mono	<input type="checkbox"/> Magnetic		

Projectionist (35mm & 16mm film only)

Head Projectionist	
Qualifications & Years Experience	

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35mm Projection Standard:	Archival and Access prints	<input type="checkbox"/>	Access prints only	<input type="checkbox"/>
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Screening Loans Registration Form

NON-THEATRICAL LOANS DECLARATION - PART C

Non-Theatrical Declaration

Please register my organisation for access to film / video titles in the NFSA's Non-Theatrical Lending Collection (NTLC) available for non-theatrical and non-commercial screenings only.

Organisation						
Format/s	<input type="checkbox"/> 16mm film		<input type="checkbox"/> DVD		<input type="checkbox"/> VHS	
Organisation Type	<input type="checkbox"/>	Arts & Cultural Org -Federal Government	<input type="checkbox"/>	Film Festival	<input type="checkbox"/>	University / Tertiary
	<input type="checkbox"/>	Arts & Cultural Org - State Government	<input type="checkbox"/>	Film Society	<input type="checkbox"/>	Adult Education
	<input type="checkbox"/>	Arts & Cultural Org – Regional / Council	<input type="checkbox"/>	Cinematheque (non-government)	<input type="checkbox"/>	Secondary education
	<input type="checkbox"/>	Arts & Cultural Org – Community / Society	<input type="checkbox"/>	Public Library	<input type="checkbox"/>	Primary education
	<input type="checkbox"/>	Government Dept	<input type="checkbox"/>	Community Group	<input type="checkbox"/>	Other Organisation (specify above)

NOTE: Theatrical / commercial screenings of titles from NFSA's non-theatrical catalogue are still available subject to normal copyright clearance processes. Commercial operators do not need to complete this form. Non-theatrical loans will not be made to individuals for private use or home screenings.

Registration to access the non-theatrical loans service is free, however clients must fulfill ALL of the following criteria.

As an authorised representative of the above named organisation, I hereby warrant that:

- The organisation is an educational institution, arts or cultural organisation, library, government department, community group or film society, and is situated within Australia or New Zealand.
- I have read the current terms and conditions of loan for the NFSA Non-Theatrical Loans Catalogue, and understand the definitions of non-theatrical and non-commercial screenings.
- I understand that loans include rights for non-commercial, non-theatrical screenings. The organisation will not use or allow the use of loaned titles for commercial purposes including public exhibition without first obtaining appropriate clearances from all relevant copyright owners.
- I understand that a direct charge for admission to a non-theatrical screening of a title is not permitted, however the organisation may charge members a subscription for season or multiple entry.
- The organisation will not transmit or broadcast or allow the transmission or broadcast of non-theatrical titles for any purpose or by any means.
- The organisation will not reproduce or copy or allow the reproduction or copying of non-theatrical titles in any form or format.

Declaration Authorised representative of organisation to complete:

I declare for and on behalf of the organisation that the organisation:

- *is eligible to loan non-theatrical licensed titles for non-commercial screenings only;*
- *agrees that its use of the Non-Theatrical Loans Catalogue will adhere to the terms and conditions of loan in effect at the time of the loan, as published on the NFSA website;*
- *has supplied information that is correct at time of registration and*
- *agrees to contact the NFSA if any changes occur to the information supplied.*

Name		Position	
Signature		Date	

OFFICE USE ONLY

NFSA Client Number		Non Theatrical Client Number	
Processing Officer		Date	



Screening Loans Registration Form

EDUCATIONAL REGISTRATION - PART D

Educational Registration Form

Please register my organisation for access to film / video titles in the NFSA’s Screening Loans catalogues for educational screenings.

Organisation Name

The information you supply here will allow the NFSA to consider your eligibility to borrow films. The NFSA reserves the right to assess the eligibility of any client for restricted or educational loans. Attempts to borrow restricted films for purposes other than formal coursework may result in cancellation of registration for your institution and other penalties.

The NFSA strongly urges you to seek independent legal advice in completing this form, and read the relevant sections in the Copyright Act (1968) - www.australia.gov.au/Copyright

Please mark with an X where appropriate:

- Our institution is defined as an “educational institution” under s10 of the Copyright Act. and / or
- Our place of education is entitled to screen films under s28 of the Copyright Act.

As an authorised representative of the above named organisation, I hereby warrant that:

- The films will only be screened in class and presented by a teacher giving educational instruction.
- The screenings will not be solely for the purpose of entertainment: for eg, an after-school or supplementary activity, end-of-term screening, and so forth.
- General public or other people not otherwise associated with, or enrolled in, the class will not be permitted to attend the screenings.
- No direct admission charges will be levied, and the screening will not be for profit.

Declaration Authorised representative of organisation to complete:

I declare that my organisation is eligible to loan titles for educational purposes, as warranted above. I understand that this form does not constitute an agreement to loan nor approval to borrow. I agree that our use of the Non-Theatrical Loans Catalogue will adhere to the terms and conditions of loan currently in effect at the time of the loan, as published on the NFSA website. I declare that the information I have supplied is correct at time of registration, and I agree to contact the NFSA as soon as possible if any changes occur to the above information.

Name

Position

Signature

Date

PRIVACY STATEMENT

The NFSA collects your name, contact details and other personal information for administrative and record keeping purposes only. Your personal information will not be used for any other purpose without your consent. Any queries regarding your personal information should be directed to: privacy@nfsa.gov.au

OFFICE USE ONLY-

NFSA Client Number :

Non Theatrical Client Number :

Processing Officer

Date