

Collection Offers

Frequently asked questions



The National Film and Sound Archive aims to develop a comprehensive collection of works representing the audiovisual history, technology and culture in Australia, from its origins to the present, and looking into the future.

Guided by the NFSA's Collection Policy (available online at www.nfsa.gov.au/collection), our priority collecting areas are recorded sound, radio, films and videos, digital recordings, websites, television productions, documents and memorabilia, costumes, oral histories and equipment.

FAQs

Before you fill out the Collection Offer Form you may like to consider some of these frequently asked questions:

HOW CAN I LODGE MY MATERIAL?

Donation is the primary method for material to be lodged with the NFSA. When material is donated, ownership of the physical item is transferred to the NFSA. Unless the donor wishes to assign copyright, or unless the item is deemed to be in the public domain, any intellectual property still remains the property of the copyright owner.

Please note that the method of lodgement will be negotiated should your offer be accepted.

I'VE GOT SOME FILMS/VIDEOS/DIGITAL RECORDINGS BUT DON'T KNOW WHAT IS ON THEM. THERE COULD BE SOMETHING IMPORTANT ON THEM. CAN I SEND THEM TO YOU?

Don't send your material to us. Instead, please complete the attached form. The more information you can provide us with the better. We rely on whatever information you can give us about your films/videos/digital recordings.

CAN I GET A COPY OF MY MATERIAL ON DVD OR CD IN EXCHANGE FOR DONATION?

The NFSA does not provide you with a copy of the material. We can give you a list of commercial companies that transfer film, video and audio to DVD or CD. We recommend you arrange copying of your material before offering to the NFSA, bearing in mind copyright laws.

WHO ELSE MAY BE INTERESTED IN MY MATERIAL IF THE NFSA ISN'T?

Not all material offered to the NFSA will be selected for the National Collection. It may however be of value to another agency or organisation. If you have something of local interest you may wish to consider approaching your local historical society or library.

The NFSA has published the first edition of The National Registry of Audiovisual Collections, to help you identify other relevant collections. For more information on The National Registry of Audiovisual Collections, visit the following web link - www.nfsa.gov.au/the_collection/avregistry.html

COLLECTION OFFER FORM

Your offer will be considered and may be accepted into the National Collection.

Here are the criteria that we use:

- > The material's cultural significance
- > The Collection's current holdings of this type of material
- > The material's physical condition
- > The material's potential future use.

When you fill out the form, please give as much information as possible and attach extra pages if you don't have enough room.

PLEASE DO NOT SEND ANY COLLECTION ITEMS WITH THIS FORM

YOUR DETAILS

Name

Address:

Phone:

Email:

DETAILS OF THE COLLECTION

1. Describe the type of item or collection, or what it relates to:

Please tick the appropriate box or boxes.

- | | |
|--|--|
| <input type="checkbox"/> Feature films (>60 min) | <input type="checkbox"/> Experimental films |
| <input type="checkbox"/> Short films (<60 min) | <input type="checkbox"/> Advertisements |
| <input type="checkbox"/> Home movies | <input type="checkbox"/> Unedited actuality |
| <input type="checkbox"/> Amateur productions | <input type="checkbox"/> Music videos |
| <input type="checkbox"/> Newsreels | <input type="checkbox"/> Recorded music collection |
| <input type="checkbox"/> Training films | <input type="checkbox"/> Radio broadcasts |
| <input type="checkbox"/> Television programs | <input type="checkbox"/> Personal recordings |
| <input type="checkbox"/> Documentaries | <input type="checkbox"/> Other (please describe): |
| <input type="checkbox"/> Ethnographic films | |

2. What format is the material you would like to donate?

Please indicate approximate number of items in your collection in the box alongside each format.

FILM AND VIDEO	DOCUMENTATION	SOUND	ARTEFACT
8mm film	Photograph	Record	Costume
Super 8 film	Slide	Open reel tape	Equipment
16mm film	Negative	Cassette tape	Other
Super 16 film	Glass slide	Cylinder	Please specify:
35mm film	Script	Piano roll	
VHS tape	Scrapbook	Compact disc	
DVD	Poster	DAT tape	
SP Betacam SP	Lobbycard	Digital file	
Digital betacam	Publicity	Other	Please specify:
Digital file	Book / Journal		
Other	Other		
Please specify:	Please specify:		
	<input type="checkbox"/> Physical item <input type="checkbox"/> Digital item		
<i>Go to Question 3</i>	<i>Go to Question 4</i>	<i>Go to Question 5</i>	<i>Go to Question 5</i>

3. Does it have sound? ☐ Yes ☐ No ☐ Unknown

4. Is it colour or black & white? ☐ Colour ☐ Black & white ☐ Unknown

5. Why should your material be in the National Collection?

Why is it important? What is the cultural significance and the story of the material?

6. What is in the collection or work?

Include titles, people, places, stories.

7. When and where was the material made?

Please be as specific as possible.

8. Is there any Aboriginal or Torres Strait Islander content?

☐ Yes

☐ No

☐ Unknown

9. How did you get the material?

10. How, where and for how long has the material been stored?

11. What condition is the material in?

Tick as many boxes as appropriate

☐ Shows effects of usage and wear

☐ Torn

☐ In 'As New' condition

☐ Has rust

☐ Smells like mothballs or vinegar

☐ Scratched

☐ Has white or dark powdery mould deposits

☐ Chipped or broken

☐ Has to be prised apart

☐ In working order

☐ Is creased or folded

☐ Other (please describe)

COPYRIGHT

12. Please tick the appropriate boxes and provide any other information that you can

☐ I am the copyright owner of material/s

☐ I have ticked the box above and I am prepared to assign copyright to the NFSA

☐ Copyright to the material/s is owned or shared by a third party.

(Please provide name and contact details of the copyright owner if known.)

☐ I am unaware of who owns copyright in the material/s.

13. Please tick the appropriate box if you are including attachments with this form.

☐ I have attached further information

☐ I have attached a photo/s of the material

Thank you for taking the time to answer these questions. A representative from the National Film and Sound Archive will contact you to advise of the selection decision or to ask for more information.

Please email the form to collection@nfsa.gov.au or return it to the following address:

Attn: Acquisition Coordinator

National Film & Sound Archive

GPO Box 2002

CANBERRA ACT 2601

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