

# Non-Theatrical Lending Collection

## Conditions of loan



The Non-Theatrical Lending Collection (NTLC) is available for registered Australian non-commercial organisations including: *educational institutions, arts or cultural organisations, libraries, government departments and agencies, community groups and film societies.*

### **Registration**

- Borrowers applying to screen selected NFSA titles for non-theatrical and non-commercial screenings must first complete the *NTLC Registration Form*.
- The NFSA reserves the right to refuse registration applications at its discretion.

### **Conditions of use**

- Under the terms of our non-theatrical licences, all screenings must be either free of charge or restricted to members of the organisation. Direct charges, including by donation, for admittance to screenings of NFSA-licensed titles are not permitted.
- Titles are provided for one screening only and titles are not permitted to be screened on a loop.
- The specific projection and associated equipment used by the borrower form part of the registration and approvals process.
- NTLC titles are subject to availability.
- The NFSA reserves the right to specify projection particulars or decline requests to loan items.
- Loans cannot be made to individuals for private use or home screenings or for fundraising activities.
- **Failure to adhere to these terms and conditions or failure to pay invoices may result in termination of registration.**

### **Insurance**

- It is required that borrowers hold insurance to cover loss or damage to NFSA NTLC titles in their care and damage to titles in transit.
- Borrowers should ensure that their insurance covers loss of or damage to titles screened at third party screening venues.
- Borrowers agree to show the NFSA proof of insurance upon request.

### **Educational use**

Educational Institutions applying to access titles for educational purposes (as permitted by the exception under s.28 of the Copyright Act or if it is an "educational institution" as defined under s. 10 of the Copyright Act), must complete the Educational Registration Form supplement. This is available on request.

### **Restrictions on use**

NTLC titles are licensed for non-theatrical screenings and made available for that single purpose only.

Without written consent from the copyright holder it is an offence for borrowers to:

- Use NFSA titles for any commercial purpose, including at a screening where admission is charged;
- Screen NFSA titles in outdoor locations or non-enclosed public spaces;
- Transmit or communicate NFSA titles by electronic or digital means, such as television, closed circuit, cable, online 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; and
- Lend NFSA titles to any other person or organisation.

### **Booking procedure**

After registration, borrowers will be provided with a website login and are requested to book titles through the online catalogue. Bookings can be made online or by email.

- Bookings can be made up to 15 months in advance of the borrowers scheduled screening date.
- The minimum booking time is 15 working days in advance of the screening date.
- An additional priority fee, including express freight fees, will be applied to loan bookings made with less than 15 working days notice.
- The NFSA reserves the right not to accept bookings made at shorter notice.

### **Cancellations**

For all booking cancellations please email: [nontheatric@nfsa.gov.au](mailto:nontheatric@nfsa.gov.au) or directly via the NTLC booking website: <https://loans.nfsa.gov.au/>

- There will be no charge for cancellations made 15 working days prior to the despatch date.
- Bookings cannot be cancelled once they are despatched.
- The full loan fee for the order will apply and the borrower will be responsible for the cost of freight.
- If the booking is cancelled with less than 15 days notice cancellation charges of 50% of the loan fee will be applied.

### **Screening Report**

- A *Screening Report* is included in the order at the time of despatch. Please complete this form and return with the loan item, or by email to: [nontheatric@nfsa.gov.au](mailto:nontheatric@nfsa.gov.au)
- Information supplied by borrowers enables the NFSA to assess its service and to be more responsive to borrowers' needs.

### **Care of NTLC titles**

Borrowers are responsible for NTLC titles for the duration of the loan period, including during outward and return transit.

- Film prints should not be rewound.
- Film prints should be wound onto a plastic reel (not metal) of the original size when projected and shipped flat to minimise edge damage. NFSA will supply empty reels of any size on request.
- Borrowers may be required to pay for the repair or replacement of a collection item in the instance where an item is lost or damaged. Upon return of the damaged item, the NFSA will determine whether the item needs to be replaced or repaired and advise the appropriate cost to the borrower.

### **Return of titles - DVD or 16mm film print**

It is the responsibility of the borrower to ensure the safe and timely return of items to the NFSA.

- Titles should be returned no later than two weeks after screening and securely packaged using original boxes and packaging material. The barcoded return label (provided with the loan) can be attached to the package. Use of the return label will result in an additional flat freight fee. Otherwise, borrowers will need to make their own traceable freight arrangements at their expense.
- Borrowers are required to return titles via a traceable method of postage such as Registered Mail, Express Post or a commercial courier. The relevant tracking information is to be supplied to NFSA NTLC staff.
- A late fee may be charged for any overdue titles.

### **Damage and repair of NTLC titles**

Should damage to NFSA titles occur, borrowers should not attempt a repair, but should include an explanation of the nature and cause of the damage on the Screening Report

- If an item arrives in a damaged state, the borrower must inform the NFSA immediately, otherwise the borrower will be charged for the repair or replacement of the title.
- For further information, refer to the Information for NFSA Screening Loans Borrowers: Loan Damage and Insurance.

## **NFSA acknowledgement requirements**

Any publicity, advertising or screening notes, whether printed or in online or electronic form, should acknowledge each title loaned from the NFSA with the following credit: '**Courtesy of the National Film and Sound Archive of Australia**'.

- The NFSA prefers acknowledgement to be accompanied by the NFSA logo wherever possible. NTLC staff can provide borrowers with a digital copy of the logo.
- NFSA film prints contain a film leader with the NFSA logo and the following attribution; 'From the collection of the National Film and Sound Archive of Australia'. This leader, and any additional sponsor or collection acknowledgements must not be removed and are to be screened preceding the film.
- Footage of Aboriginal and Torres Strait Islander peoples accessed from the NFSA's NTLC titles are subject to the terms and conditions of our *Indigenous Cultural and Intellectual Property (ICIP) Guidelines*.
- A warning is to be included when footage is screened to the public as follows: "*Warning: Aboriginal and Torres Strait Islander viewers are advised that the following program may contain images and/or audio of deceased persons*".

This information is for clients wanting to access NFSA NTLC titles for non-theatrical screening purposes only.

### **Contact us**

Email: [nontheatric@nfsa.gov.au](mailto:nontheatric@nfsa.gov.au)

Toll free: 1800 012 175 (only available within Australia)

Tel: 02 6248 2217