



PRINT LOAN REQUEST

Main Contact Information

Borrowing institution:

Venue:

Sponsoring institution, if different (FIAF member preferred):

Primary contact name:

Venue address:

Phone:

Fax:

Email:

Secondary contact name:

Shipping address:

Phone:

Fax:

Email:

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)

Title

Director

Release Date



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Print Information (cont.)

If requesting a video copy, please indicate the format and recording standard:

(Please note that charges may apply for migration, reformatting, or conversions if material in the desired format is not already available.)

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

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.

Film Title	Source Contacted	Reason print was unavailable for loan

Shipping Information

Receiving prints: all borrowed materials are shipped to arrive approximately one week prior to the screening date. Please contact us to make any other arrangements.

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

Preferred shipper and account number:

Returning prints: all borrowed materials must be shipped back to the Archive via air within one week of the final screening date, unless prior arrangements have been agreed upon. **Please return prints heads out.**

Return address is:

Academy Film Archive, Traffic Department, 1313 Vine Street, Los Angeles, CA 90028

Tracking information should be sent to: **filmarchive@oscars.org**

Form submission: please submit this via email as a PDF to filmarchive@oscars.org.



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Acknowledgments and Responsibilities

All calendar listings, advertisements, and printed programs must include the following credit, unless another arrangement has been made: **"Print courtesy of the Academy Film Archive"**.

By submitting this print loan request, the borrowing institution allows the Archive to publish information about the screening on its website and in print material.

If an exception is to be made for this loan, please check here

If permission is granted but with restrictions, please include this information below:

The borrower warrants that any loaned film, digital, or tape elements will not be duplicated in any manner whatsoever. No material will be released to borrowers without proof of rights clearance.

____ Film Programmer's initials ____ Projectionist's initials

Borrowers agree to notify the Archive immediately if damage is discovered or incurred and failure to do so will reflect unfavorably on the venue for future loan requests. Any damage may result in probation or complete loss of borrowing privileges and/or replacement of materials at the expense of the venue.

____ Film Programmer's initials ____ Projectionist's initials

By submitting this 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/academy-film-archive/loan-policies> which includes assuming full financial responsibility for the replacement or repair of any damaged, lost, or stolen prints.

Your signature below indicates that you are an authorized agent for this institution, and that the information provided in this report is complete and valid.

Signature of Film Programmer Name (print) Title Date

Signature of Projectionist Name (print) Title Date
