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## CONDITIONS FOR THE LOAN OF PRINTS/ VIDEO TAPES/ DVDS/ SUBTITLES

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The conditions under which permission for the loan will be granted are set out as follows:

1. Applications for the loan would be limited to non-profit-making organizations. Applicants who co-present or co-organize the function should be of the same nature.
2. The function should be cultural or educational in nature and should be in furtherance of film culture.
3. The function should be open to the public.
4. When more than one applicant request for the same film, applications will be processed on a first-come-first-served basis.
5. Prints loan will be restricted to films from the Archive's permanent collection which the conditions are suitable for screening and the films that the Archive holds at least two prints or negatives are available.
6. Applicants are required to clear copyright and produce authorized documents from right holders for process of application. Due to limited print available for loan, applicants are advised to submit loan requests in writing by post or by fax well in advance. Requests submitted no more than one month before the first day of the loan period would not be accepted.
7. Organizations that have not borrowed prints from the Archive are required to submit detail information on the organization and the function and fill in a facility/service checklist as at Appendix I for consideration of their ability to handle archival prints. Letter of reference from FIAF archive which fall under the same country of the organizations would be required before their request can be approved to guarantee that they will abide in full to the FIAF standards & rules in handling film prints.
8. Prints will not be loaned to organizations using a platter projection system, or that build up prints onto larger reels in order to reduce the number of changeovers required. An undertaking will have to be signed for borrowing of archival prints as at

Appendix II.

9. Applicants should bear all necessary transportation, customs clearance and tax, and insurance cost of both ways. Declared value of US\$1,000 (per print) and US\$100 (per tape /dvd) for the shipments are required. For loan of prints from overseas film festivals/ archives/ institutions, collect and return of prints/tapes/dvds should be on a door-to-door basis. Approved loan prints will be delivered one week in advance of the first day of the loan period and should be returned within one week after the end of the loan period in good condition. Applicants overseas should furnish a shipper account number for the shipment.

10. Successful applicants will be required to settle the loan charges well in advance. The loan charge is in addition to any film rental required by the rights holder or authorized distributor. The scale of charges is as follows:

	<b>Charges for loan of prints</b>	<b>Charges for loan of tapes / DVDs</b>	<b>Charges for loan of dialogue lists</b>
<b>Overseas Organizations</b>	*HK\$3,000 per film title (=USD385)	*HK\$1,000 per film title (=USD130)	HK\$1,000 (=USD130) (half rate for organizations which have already paid for the loan of prints/ tapes)
<b>Local Organizations</b>	HK\$1,500 per film title (=USD193)	HK\$500 per film title (=USD65)	HK\$1,000 (=USD130) (half rate for organizations which have already paid for the loan of prints/ tapes)

\* Waived for FIAF member

11. All payment must be in H.K. dollars in the form of cheques or bankdrafts payable to “ **The Government of the Hong Kong Special Administrative Region** ” “Govt. of HKSAR” in short) at least 6 working days before the first day of the loan. Direct bank transfers are not accepted. In order to avoid delay in international postal service, applicants are recommended to deliver the draft directly to the Archive office (50 Lei King Road, Sai Wan Ho, Hong Kong) through professional carriers.

12. Successful applicants are responsible for the safety and security of the loan prints from the time they are delivered to the time they are returned to the Archive or transshipped to another destination. The applicants are fully responsible for all shipping charges and insurance. In case of accidental damage to a print, a direct replacement cost together with 20% surcharge would be charged. The Archive reserves the right to suspend or terminate borrowing privileges to any organization for any reason including but not limited to undue print damage, unauthorized use or duplication of borrowed prints.

13. Please acknowledge the "**Hong Kong Film Archive, Leisure and Cultural Services Department**" in all publicity materials and send back a copy of the printed materials for record purpose.

14. The Hong Kong Film Archive reserves all right to interpret the above criteria. The permission for the loan may be withdrawn at any time without any prior notice being given. The Government, the Leisure and Cultural Services Department and the Hong Kong Film Archive will not be liable to any claim for damages arising from the withdrawal of such permission.

**Application for Loan of Archival Print from the Hong Kong Film Archive**  
**Facility/ Service Checklist**

Please note that the applicant for loan of archival print from the Hong Kong Film Archive is required to provide information on the screening venue for consideration of the loan application.

Name of screening venue: \_\_\_\_\_

Address: \_\_\_\_\_

1. Are you a member of the International Federation of Film Archives (FIAF)?  Yes  No
  
2. Have you ever borrowed prints from FIAF members?  Yes  No  
(if yes, please specify the year of the loan and from which member you borrowed:  
\_\_\_\_\_ )
  
3. Do you use platter for the proposed screening?  Yes  No
  
4. Do you have experiences in projecting archival prints?  Yes  No
  
5. If a film is damaged during or after projection, do you cut frames to repair it?  Yes  No
  
6. Do you cut heads and tails of each reel before a screening?  Yes  No
  
7. Do you join several reels into one for screening?  Yes  No
  
8. Do you add cue marks to the print?  Yes  No
  
9. Is the receiving/ shipping area of your institution enclosed or sheltered?  Yes  No
  
10. Do you have a climate-controlled storage area for loaned prints?  Yes  No

**Application for Loan of Archival Print from the Hong Kong Film Archive**  
**Undertaking**

I/ We hereby undertake to handle all the borrowed items in utmost care according to the following guidelines:

1. If there are defects or damage printed through from the original or if a print is being shown by necessity at the wrong speed you should ensure that it is explained to the audience either in the programme notes or verbally where the screening is being introduced.
2. Films should be shown in their correct aspect ratio with right aperture plates and correct speed, particularly for silent film. If the correct settings cannot be attained, the possible nearest setting should be used the audience should be notified of any change from the original settings.
3. All prints should be projected in separate reels and they are not to be run on towers, platters or “cakestands”. Joining up of reels frequently leads to lost frames, additional wear and mutilated cues. Twin projectors should be used in the projection. In exceptional circumstances, with prior permission from the Hong Kong Film Archive, joining up of reels on the condition that joins are made on the black leader and not on or near the picture area may be allowed. All change over marks should never be made on the image area and the sound track of the film reel.
4. The screening in most cases are inevitable and should be kept as minimum as possible for the print may be damaged during each run through the projector. In general, unnecessary projection should be avoided so as to protect the archive print.
5. In case of accidental damage to a print, projectionists should not attempt to repair the print and in no circumstances remove any frames. A report should be sent from the projectionist to Hong Kong Film Archive as soon as possible so as to ensure a correct assessment of damage can be made. Damage of loaned prints should be subject to a repair cost. The damaged print should only be returned to the Hong Kong Film Archive immediately, no more projection with the damaged print should be made. All cinemas should be adequately insured to cover damage to prints.

I/ We guarantee that we are solely and entirely responsible for the good care and safe return delivery of all the materials lent by the Archive for screening at the ( Name of the Programme ) or in relation to the promotion of the programme from ( Date ) to ( Date ). I/ We will refund the Archive in case of any damage or loss of material, even if not directly caused by our staff, occurred during the period of loan, including transportation both ways via our official courier. The value of the film prints, tapes, and other materials, is declared as for the Archive's official tariff, in particular each print's value is 1,000 US Dollars, and each video tape or dvd 100 US Dollars.

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Name: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Position Held : \_\_\_\_\_

Date: \_\_\_\_\_