

MoMA FILM

Policies and Procedures for Borrowing Film Prints from The Museum of Modern Art

The Museum of Modern Art (MoMA) is a founding member of the International Federation of Film Archives (FIAF) and abides by their internal rules regarding the loan of materials to FIAF Member Archives (<http://www.fiafnet.org/uk/members/statutes.cfm>). Non-FIAF institutions and Associate Affiliates that can demonstrate that they meet MoMA's basic requirements for print loans may be permitted to borrow prints from the collection for exhibition.

Policies

1. Individuals, commercial entities, and touring exhibitions are not eligible for loans.
2. **Unpreserved films and prints subject to access restrictions are not available for loan.** The Museum is selective and cautious about loaning unique archival material. Our main goal is preservation; therefore, we will only loan material that is backed up by preprint and other print material.
3. The Museum of Modern Art will not loan any material on DVD or Blu-ray. We believe these to be home viewing or research/scholarly access mediums. When any digital material is loaned it will reflect the highest quality transfer in order to represent the preservation and/or inherent content of that original carrier. Therefore, only HDCAM, Digital Betacam, DCP, and high resolution files will be loaned.
4. All loan prints must be screened on multi-projector (changeover) systems. Loan prints may not be shown on platter projection systems. The combining of reels to make larger or a single reel is not permitted. Removal of leaders is not permitted. ALL MoMA LOAN PRINTS ARE INSPECTED PRIOR TO LOAN DEPARTURE AND UPON RETURN TO STORAGE.
5. Borrowers assume full financial responsibility for the replacement or repair of damaged, lost, or stolen loan prints.
6. All films must be handled and screened by qualified professionals. Proof of projectionists' qualifications may be requested before loans to new venues are approved.
7. Written proof of copyright clearance for all films to be screened must be obtained by the borrower and furnished with the formal loan request. MoMA will not undertake rights research or copyright clearance on borrowers' behalf, nor will we loan prints without written proof of rights clearance. MoMA will direct borrower to rights holder if known.
8. All calendar listings, advertisements and printed programs must include the following credits unless other arrangements have been made: "Print courtesy The Museum of Modern Art, New York"

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9. Borrowers are entirely responsible for roundtrip shipping via Fed Ex, as well as insurance, customs, and import fees. Please be aware that you may be required to submit proof of insurance with your loan request.
10. Non-FIAF borrowers, as well as Associate Affiliates, will be asked to supply a FIAF protocol acknowledgment letter from a full FIAF Member Affiliate every time a loan from the MoMA collection is requested. MoMA will supply appropriate information to the borrower to carry out this requirement.
11. All ingested DCPs must be deleted from cinema servers within 24 hours of final screening.

Procedures

1. **Step one.** Check print availability.

Contact filmloans@moma.org with a list of desired film titles and screening dates. We will notify you of the availability of projection print(s) or digital media. This initial email should come 6-8 weeks in advance of your intended screening.

2. **Step two.** Place formal request by sending in forms.

Once you have received confirmation that there is print availability, submit the PDF of Print Loan request Form. If you are a non-FIAF member then also fill out the Venue Report form at this time. The Booking Confirmation will specify a deadline by which you, the borrowing institution, must provide MoMA with the following items:

- Print Loan Request Form
- Policies and Procedures Form signed
- Evidence of copyright permission for all screening(s), as specified in Section 7 of this Loan Agreement
- Payment of Loan Fee in full

The Museum of Modern Art will not consider requests from venues that do not comply with the above criteria. Compliance with the above requirements does not guarantee approval of requests for print loans. MoMA reserves the right to refuse loan requests due to donor/depositor restrictions, insufficient notice, lack of copyright clearance, damage to films previously loaned, or preservation and other concerns. MoMA will also not lend prints that are available through commercial distributors or other sources, and prospective borrowers should be prepared to indicate which other sources have been consulted before they request prints from the Archive's collection.

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Loan Fees

The Museum of Modern Art waives loans fees to all FIAF Archives. FIAF Archives remain responsible for all shipping charges and licensing fees.

Non-FIAF member fees:

35mm feature films	\$300.00 USD (2 screenings 375.00 USD)
16mm feature films	\$200.00 USD (2 screenings 275.00 USD)
35mm shorts	\$150.00 USD
16mm shorts	\$100.00 USD
DCP	\$250.00 USD

Borrowers are also responsible for shipping both ways in addition to any licensing fees that may apply.