

To

Turin,

Prot.

In response to your request, the National Museum of Cinema agrees to lend you the film:

Title:

Format:

The film will be shown publicly once on:

TERMS AND CONDITIONS OF LOAN

- The borrower ensures that the film copy will not be duplicated in any fashion or format.
- The Museum must be cited as the direct source of the film in any material promoting the film. The borrower agrees to send the Museum two copies of the promotional material.

TERMS AND CONDITIONS OF PICK-UP, MOVEMENT, AND PAYMENT

- The total amount of € XXXX net of VAT covers** the expenses of film revision and wear.
- The film can be picked up no earlier than 7 days before the screening at: Museo Nazionale del Cinema – Cineteca, via Sospello 195/A, 10147 Torino – Ph. 011.8138580/581 – Fax 011.8138585.
- The transport costs (pick-up/drop-off) will be charged the borrower. The minimum insurance coverage per reel is € 700. The transport company will be selected by the National Museum of Cinema. The Museum reserves the right to hire another transport company if requested.
- The borrower accepts full responsibility for the safety of the film between the time the film has been delivered to the time it has been returned to the Museum.
- This form, signed for acceptance, must be received by the Museum offices at least 20 days before the planned film screening date, otherwise the Museum reserves the right to cancel the reservation request.
- Where not otherwise agreed, the film must be returned within 6 days of the screening (when multiple films have been lent, the 6-day limit refers to the date the last film was screened). If the borrower fails to return the film by the due date, the Museum will charge a penalty according to the rates in force at the time of the loan.

TECHNICAL REQUIREMENTS

- On delivery of the film, the borrower will inspect the copy for its condition and notify the Museum of any damage found. For damage found after the film was screened, the Museum will demand payment of damages.
- The film must be projected according to the guidelines of the Italian Federation of Photography Associations (FIAF).
- The film's condition will be examined on its return. Cuts or damage found on return of the film will require reprinting of the damaged or all reels and the costs will be charged the borrower.
- Any damage resulting from negligence regarding the following points (cuts, folds, coils, traces of glue, adhesives or other) will be compensated by the borrower. In cases of damage or violation of the terms and conditions of the present agreement, the Museum reserves the right to reject future loan requests by the borrower.
- It is strictly forbidden to write on the film or attach adhesive tape or other markers.
- It is strictly forbidden to cut or build the film.

FILM LENDING SERVICES REQUEST FORM

- At the end of the screening, the film:
 - a) must be rewound on its reels without creating coils
 - b) only paper adhesive tape and NO other type of adhesive will be used to close the film
 - c) any tail leaders that may have come detached (if no original tail leaders are present) must be reattached to each reel as before.
- The borrower must notify the Museum about the method of projection that will be used; films must not be shown using a platter system or large reels.
- For restored copies or reprints, the film must be show in parts. The projection booth will have a pair of projectors with variable speed control to allow for mounting the copy without cutting the protection tails of the reels and to permit synchronization of projector changeover.
- The projectionist will possess a movie projectionist's license:
 - Name of the projectionist:
 - Type of license and number:

RIGHTS OF ECONOMIC USE

- The National Museum of Cinema is the owner of the film and NOT of the rights of economic use of the film. If the borrower intends to show, reproduce or use in any way the film on loan, the borrower must obtain the permission of the rights holders and pay them the amount they are due. With the present document, the Museum is relieved of any responsibility toward rights holders for the reproduction or use of the film for any purpose.

Turin,

Stamp and signature of the borrower

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ACCEPTANCE OF TERMS AND CONDITIONS OF USE

- Unconditional acceptance of the terms and conditions of use, relieving the Museum of any responsibility toward rights holders of the reproduction or use for any purpose of the film.

Turin,

Stamp and signature of the borrower

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