

Northeast Historic Film was established to preserve and make accessible moving image materials of interest to northern New England. In this statement of policies "film/tape" refers to all moving image media.

I. ACQUIRING AND ACCESSIONING MATERIAL

1. **GENERAL.** Acquisition and accessioning of films, videotapes and related materials into Northeast Historic Film (NHF) shall proceed according to criteria which are intended to maximize usefulness through preservation and for research purposes. NHF does not as a point of policy purchase film/tape from organizations or individuals, recognizing that such purchase would place the archives in a position of assigning a monetary value to unique historic and cultural material which would be otherwise unavailable to the public. Where possible as outlined below, NHF will accept donation or deposit of moving image and related material.
2. **CRITERIA FOR ACCEPTANCE OF FILMS/TAPES.** High priority will be given to film/ videotape having the characteristics listed below, although these measures will not be mechanically applied in determining whether or not to accept footage. Generally film/tape meeting many of these criteria will have high priority for acceptance; footage answering few or none will have low priority.
 - a. Related to the northern New England region through location, subject, maker, source or other connection.
 - b. Unique, or inaccessible to the northern New England population.
 - c. Otherwise likely to be damaged or lost.
 - d. As close to the original film or tape generation as possible and is of good picture quality.
 - e. Well-documented, and where possible accompanied by related non-motion picture references such as notes, still photographs, audiotapes.

Low priority will be assigned to widely distributed finished films/tapes, to material preserved elsewhere and to film/tape requiring donor copies and/or severely restrictive conditions.

3. **ACCEPTANCE OF THE FILM/VIDEOTAPE.** Films/tapes offered to NHF are generally reviewed before being formally accessioned. Either all of the materials or a sample portion of the materials are examined by NHF staff and a report, based on the above criteria, is prepared. In some cases staff and advisors may wish to view additional footage or request more information before determining the applicability of the materials to the goals of NHF.

4. ACCESSIONING PROCEDURES. Once the film/tape has been accepted by NHF, an agreement between the donor or depositor and NHF is drafted. The basic forms, which can be altered to meet individual needs, are as follows:

a. Types of agreements

1. *Simple Deed of Gift* which gives to NHF the physical materials and all right, title and interests (including copyright, trademark and related interests), or gives to NHF the physical materials and places all copyright and related interests in the public domain.
2. *A Deed of Gift* which gives the physical materials and a specified license to the copyright. The donor may give all right, title and interest (including all copyright, trademark and related interest) at a specified time in the future or at the donor's death.
3. *An Agreement of Deposit* allows the depositor to retain all ownership and property rights (including copyrights) in the materials. The physical materials are placed in the custody of NHF and a license is given which specifies the right of NHF to make preservation copies and to provide reference copies for scholarly study. Ordinarily, the Agreement of Deposit will specify that at a time agreed upon by the depositor and NHF or upon the death of the depositor, the materials (including all copyright, trademark and related interests) become a gift to NHF.
4. *An Agreement of Temporary Loan* allows NHF to borrow materials in order to make preservation and reference copies only. This form of agreement will only be made in exceptional circumstances and for small amounts of material. A license describing the uses which may be made of the preservation and reference copies is given to the archives.

b. Restrictions

1. Reasonable restrictions may be applied by the donor/depositor/lender to any portion or portions of the material that may potentially embarrass, insult, damage, injure or harass living persons or for other reasons.
2. NHF reserves the right, for materials that become the property of the archives, to dispose of any portion or portions of the materials which are not of historical or cultural interest. NHF reserves the right where appropriate and in accordance with the agreement, to make available to other archives film/tape that is of interest to them.
3. Provided that it may be done without damaging archival materials, donors may make one copy from any portion or portions of the donated materials at the donor's expense and at a laboratory agreed upon by both donor and NHF. Donors may make one copy from preservation materials (if any) made by NHF at donor's expense and at a laboratory specified by NHF.
4. Depositors may, at their expense, and with agreed upon notice, remove any portion or portions of the deposited materials during the term of their Agreement of Deposit.
5. While exercising every effort to store and maintain the original materials under high professional archival standards, NHF shall not be liable for compensation of any sort to a donor/depositor/lender if any film deteriorates or is accidentally lost, damaged or destroyed.

II. ACCESS TO AND USE OF FILM IN THE ARCHIVES OF NORTHEAST HISTORIC FILM

1. **GENERAL.** Access to NHF's collection is governed by the following order of priorities:
 - 1) preservation, 2) research, 3) education.

2. **PHYSICAL PRESERVATION.** NHF in developing its preservation procedures has drawn upon the learning of the major North American film archives and the American Film Institute's Film/Television Archives Advisory Committee.
 - a. Original film and preservation materials shall be stored in an archivally controlled area with restricted access. Such materials will not be permitted to leave the archives except for purposes of archival reproduction or transfer to an alternate archival storage site as determined by the staff and board of NHF and in accordance with donor/depositor/lender agreements.
 - b. Original film or video materials will not be projected or played except in extreme circumstances or for identification purposes. Should it be necessary to view the materials in such a way, every precaution will be taken to insure the safety of the material.
 - c. Preservation of motion picture materials includes the following procedures: transfer of original to an archivally safe medium; safeguarding of original materials in archival storage areas and segregation of nitrate stock; separation of original from copies to ensure survival in case of disaster.

3. **USE FEES.** In accordance with NHF's research and education objectives, film/tape and related material will be made available to individual researchers and a wide range of organizations involved in public programming for educational and entertainment purposes. The high cost of preservation and the demands on staff for research and technical help requires the establishment of reasonable fees. The NHF use fee schedule is available on request. The costs of reproduction are separate as discussed in #6.

4. **PREPARATION FOR STUDY.** To the extent possible, NHF attempts to catalog and secure supplementary data to all film and video tapes accessioned into the collection.

5. **ACCESS.** Film and videotape reference copies are available for viewing by researchers at NHF. In certain circumstances, where on-site viewing is not possible, at NHF's discretion a reference copy may be prepared for an off-site researcher and loaned for a specified period of time. Stiff penalties will be applied for material not promptly returned or for any unauthorized use of reference copies.
 - a. Application to view materials in the collection must be submitted stating researcher's name, address, affiliation and nature of research project.
 - b. Only reference copies of archival film or videotape materials can be viewed.
 - c. All viewing is by advance appointment. Viewing lists must be received at least 48 hours in advance.
 - d. Viewing is by an individual on premises. Group screening is not encouraged.

6. REPRODUCTION. In the spirit of NHF's mandate to increase and diffuse knowledge of the northern New England region's heritage through the moving image, NHF endeavors to make materials in the collection widely available. Recognizing the many and diverse needs of the community, NHF's policy is to encourage potential use of the material in the collection as long as it does not conflict with institutional objectives. All reproduction is determined by the following considerations:

a. Permission

1. Application to reproduce materials must be submitted with user's name, address, affiliation and a detailed outline, treatment or script of the intended print or media publication utilizing materials in the collection, including the intended audience.
2. Some materials require written permission from the owner before reproduction. Such permission must be secured by the user. NHF is not liable for clearance of copyright.

b. Film Reproduction

1. Copying is done of whole film rolls only from a printing master.
2. If the preservation copy and/or printing master for NHF does not exist, user will be required to pay the costs for these materials.
3. NHF will specify the laboratory to be used.

c. Videotape Reproduction

1. If the master videotape from the film and/or the master dub tape for NHF does not exist, user will be required to pay the costs for these materials.
2. NHF will specify the videotape reproduction service and the manner of duplication, either of whole tapes or sections for most efficient use of machine and engineer time and least amount of wear.

d. Cost

Prepayment is required for all copying services.

e. Acknowledgements

1. When film, videotape or other materials from the collection are reproduced, the user shall comply with written instructions regarding the credit line or the use of the name of Northeast Historic Film.
2. The user will also acknowledge the donor where appropriate.

f. User's Completed Work

A copy of the completed work must be donated to NHF for the archives' records. This copy may be on a reference medium, not necessarily in the actual release format.

Addendum to Operational Policies

Concerning the acceptance of film/tapes related to Massachusetts, NHF acknowledges that these materials do not fall within its primary collecting focus of northern New England. However, NHF is aware that:

1. at present there is no moving-image repository that serves Massachusetts;
2. if archival institutions in Massachusetts accept moving image materials, they do so using very strict criteria (eg the materials must be related directly to a particular institution);
3. NHF values the relationships it has developed with individuals and institutions in Massachusetts, and has the expertise to help these individuals and institutions preserve their moving images.

Responding to the current situation described above, NHF believes that its mission of preservation and access can be extended to selected Massachusetts-related moving images until a Massachusetts-based moving image repository develops as an alternative. The decision of acceptance will be made on a case-by-case basis.

The above amendment to I.2. Criteria for Acceptance of Films/Tapes was approved by NHF Board members by vote on 24 August 1995.