



Dear cinema operators,

We would like to give you some hints and tips to help you understand the processes at the Bundesarchiv and thus ensure that your loans for film screenings run as smoothly as possible for you and for us.

- 1) If you know which films you want to include in your program, please first research our database Benutzungsmedien Online (BMO) to see if there is any access prints in the Bundesarchiv for the title(s) you are interested in:
<http://www.bundesarchiv.de/benutzungsmedien/filme/search>. Please make sure you select the correct language version.
- 2) Please send us an email (to filmbenutzung@bundesarchiv.de) with BMO's notepad along with your request form and if necessary the rights holder release at least four weeks before the play date. Without usage requests, we cannot trigger an order and processing will be delayed.
- 3) Once all the documents are provided, our shipping department will prepare the requested material. The films can be located at different sites, not every one of which is accessed every day. Once all the films have been retrieved, they are pre-checked by our team. The films are then made available for pickup at a location in the greater Berlin area. The shipping department informs you directly by e-mail that the material is ready for pickup and provides you with the necessary data. You then order the pickup by a transport company of your choice. Please inform the shipping department when and how the pickup is to take place.
- 4) Fees: For loaning prints, fees are charged in accordance with item 1.2.10 of the BKM Special Fees Ordinance (BGebV BKM) in the amount of €40 per hour as a handling fee. A film series or retrospective, for example, counts as **one** usage topic, and all requests for it are added together. We therefore ask you to request all titles for a project at the same time if possible. This saves us work and you from incurring fees. FIAF members are exempt from processing fees. Please let us know if your institution is a FIAF member.

Since October 1, the new Special Fee Ordinance BKM (BGebV BKM) has been in effect. You can find them here: <https://www.bundesarchiv.de/EN/Navigation/Meta/About-us/Legal-Bases/Fee-Regulation/fee-regulation.html>

Access request form:

https://www.bundesarchiv.de/EN/Content/Downloads/request-for-use-av-material.pdf?_blob=publicationFile

We can check whether a film from the holdings of the Bundesarchiv, of which there is as yet no access print, can be made accessible or whether a digital item can be produced. In principle, however, the rights holder is responsible for this. In such a case, you should expect a processing time of about half a year.

Via the page <https://www.filmportal.de/> you can research in advance which other film collecting institution might have the film you are looking for in its collection and whether there might be any references to a rights holder.

Handling and treatment of the loaned material:

Please note that this is a loan of archival or cultural property, which requires extremely careful and professional handling.

Please prepare an inspection report before and after the screening and submit it after the loan.

Coupling of archive copies is generally not permitted. In exceptional cases, however, it is possible to couple film reels at the start and end leaders, i.e. in the black frame, taking into account the 4-perf distance. It is not allowed to couple directly at the last or first frame of a film reel. Any image loss must be avoided.

You shall be liable to the Bundesarchiv from the time the materials are handed over for any deterioration, loss or impossibility of returning the materials or parts thereof for any other reason.

You undertake to compensate the Bundesarchiv in full for any damage resulting from any film reel not returned or not returned in perfect condition.

Furthermore, you shall be liable for all damages incurred by the Bundesarchiv as a result of unauthorized use of the materials provided.

In case of damage to an analog film copy, please inform us immediately. This also applies if the film has not yet been screened. In any case, you must prepare documentation that also includes the following information:

1. In the case of prints with multiple reels: In which reel is the damage present?
2. What type of damage is it (film tear, perforation damage, film scratched, splice opened, scuffing, tread marks, etc.)?
3. Cause of damage, if known, or a description of when the damage occurred.
4. Photo of the damage and, if necessary, a photo after repair.