

POLICY REGARDING ACCESS TO THE FILM AND VIDEO COLLECTIONS

The Cinémathèque québécoise (CQ) holds important film and video archives that are donated or deposited by different clients, producers, distributors, filmmakers, artists, etc. Deposits are accepted at no charge to the depositor based on the principle of voluntary deposit set forth in a deposit agreement. In return, the depositor entrusts the CQ with the duty of conserving these heritage materials. Depositors accept that the CQ must strike a balance between the need for access to their materials by the depositors and rights holders, CQ programmers and other exhibitors of the works and the requirements of long-term preservation and conservation of this heritage.

The CQ makes these works accessible to a diverse clientele for screening or duplication purposes. These clients can be divided into four main categories: CQ members and donors; depositors; organizations belonging to the International Federation of Film Archives (FIAF); and other organizations or individuals, such as festivals and researchers from Canada and around the world, that request access to the CQ's Cinema, Television, Video and New Media (CTVNM) collections.

Loans of film copies and printing elements for screening and duplication purposes are subject to the following CQ collections management policies:

CONSERVATION COPIES

Conservation copies and copies that are rare, one of a kind, in a condition not permitting their use or whose printing elements are not held by the CQ are generally not loaned out.

DEPOSITED MATERIALS

For deposited materials, all loans of copies or printing elements require the permission of the depositor and rights holder(s), unless the loan is for the purpose of screenings at the CQ or in a FIAF member organization.

DONATED MATERIALS

Copies and printing elements donated or belonging to the CQ are generally not loaned out for screenings or duplication not done under the supervision of a FIAF member organization or other organization recognized by the CQ.

The CQ may, at its discretion, refuse the use of materials in its collections.

RIGHTS HOLDERS AND DEPOSITORS

If materials (conservation copy or element) entrusted to the CQ under a deposit agreement are used more than three times by the rights holder or depositor, the CQ reserves the right to request that a new conservation element be produced.

FEE SCHEDULE FOR TEMPORARY LOANS OF FILM AND VIDEO MATERIALS

The fee covers retrieval, processing, administration and handling costs incurred for filling requests for access to the Cinema, Television, Video and New Media collections. Shipping and customs duties are extra. Each type of film or video element is catalogued and archived separately. For certain materials not specified in the schedule (e.g. uncatalogued or batch-catalogued items), the fee will be determined based on the category of the materials.

	CQ Members and Donors¹	Depositors	Other: Film Theaters, Festivals, etc.
35 mm or 16 mm feature film	\$100 per archived item*	\$175 per archived item*	\$500 per archived item*
35 mm or 16 mm short or mediumlength film	\$80 per archived item*	\$145 per archived item*	\$350 per archived item*
Video tapes or cassettes	\$60 per archived item*	\$100 per archived item*	\$200 per archived item*
Production or batchcatalogued materials	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE

Note: For any order, a global administrative fee of 15% will be added on the total amount, as well as applicable taxes. Fees are subject to change without notice.

* For example, a 5-reel exhibition print counts as only one item; the internegatives and finalcut count as two items.

LABORATORY OR SERVICES COMPANY

For materials requested for duplication purposes, the work must be done in a CQ-approved laboratory. In no case may printing elements be sent outside the country.

ACCESS PROCEDURE

1. All external requests must be submitted in writing to:
aces@cinematheque.qc.ca
and include the following details, as applicable:

¹ Applies only to donated materials and if it is the donor who handles the access request.

SCREENING	DUPLICATION
Borrower's name and contact info	Borrower's name and contact info
Title	Title
Screening venue (name and address)	Type of duplication process: digital or photochemical
Date and number of screenings (maximum 2 if permission granted)	End format
Format (35 mm, 16 mm, etc.)	Format of intermediate elements, if any
	End use of duplicated materials (DVD/Bluray, telecast, etc.)
Billing name and address	Billing name and address

When a request is received verbally, the access technician refers the requester to the Access Policy on the Cinémathèque québécoise's website. Written requests are answered with the standard letter of acknowledgment explaining the CQ's requirements.

2. The access technician studies the request.
3. He/she informs the requester of the applicable time frame and fee schedule.
4. He/she sends the requester the loan agreement and information regarding the necessary authorizations.
5. He/she prepares an invoice or has one prepared.
6. Before loaning the materials, the CQ requires:
 - receipt of proof of insurance for the value indicated by the CQ;
 - full payment of the fees for the loan.

The materials must be shipped by a CQ-approved shipper (e.g. FedEx), at the borrower's expense.

The borrower should expect to wait a minimum of 15 working days for the materials to be made available.

LOAN AGREEMENT AND PENALTIES

All borrowers must sign a loan agreement setting forth the specific terms of the loan and the deadline for return of the materials.

The materials must be returned by the specified date. Once a late notice has been sent, penalties may be charged as follows:

	\$75/day
Per day, as of the 10th day	\$150
Per linear metre of damaged film (300 metre minimum*)	\$3
*It would thus cost \$900 for damage to anything under 300 linear metres.	

Any requester who has not paid all penalties incurred will not be provided with any other services or be given access to any copies or elements, even as a member or depositor, until such amounts have been paid.