

# **POLICY OF THE ARCHIVAL FILM COLLECTIONS OF THE SWEDISH FILM INSTITUTE**

April, 2009

The Parliament of Sweden has given the Swedish Film Institute (SFI) a mission to preserve films and auxiliary materials of film historic and cultural value and to make them accessible for research and to the general public.

The Archival Film Collections of the Swedish Film Institute is a section of the SFI Film Heritage department, which is Sweden's national film archive. The Film Heritage department has the responsibility, towards today's and future generations, to take care of that part of the Swedish cultural heritage which is represented by moving images and adhering documentation and auxiliary materials.

The task of the Archival Film Collections of the SFI is to acquire, catalogue, preserve, restore and give access to the Swedish film heritage. By the Swedish film heritage is understood all films that have been theatrically released in Sweden, or submitted to the Swedish censorship board with the intention of being theatrically released. This definition includes Swedish as well as foreign films, feature length and short films, fiction and non-fiction, news-reels, animations, trailers and commercials.

The policy regarding Swedish films not produced to be released in theatres is regulated in a separate document dealing with the activities of the SFI Archive for Non-Professional Films in Grängesberg.

The focus of the activities of the Archival Film Collections of the SFI is expressed in Government Bill 2005/06:3 *Fokus på film – en ny svensk filmpolitik* [Focus on film – a new Swedish policy for film].

The European Parliament and the European Commission issued a recommendation on the film heritage in 2005 (3625/05). The recommendation is non-binding, but entices all membership states to establish publicly financed institutions to acquire, preserve and give access to the film heritage.

As a member of the international federation of film archives FIAF (Fédération Internationale des Archives du Film) the activities of the Archival Film Collections of the SFI is further regulated by the *FIAF Statutes and Rules*, which are pre-requisites for membership, and by the *FIAF Code of Ethics*, to which all member archives are obliged to adhere.

Apart from the *Policy of the Archival Film Collections of the Swedish Film Institute*, the activities of the Archival Film Collections are governed by an Activities Plan that is adopted annually by the SFI management.

The *Policy of the Archival Film Collections of the Swedish Film Institute* has been formulated in order to explain to the external world what principles the archive adhere to, and to function as a guideline and support for the day-to-day work carried out by each individual member of the archive's staff. This policy should be subject to constant revision.

Information on the activities of the Archival Film Collections is also available at [www.sfi.se](http://www.sfi.se)

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## **1. Acquisitions**

The Archival Film Collections of the SFI mainly acquires elements in the following ways:

- deposits of preservation elements by contractual obligation from producers receiving production subsidy from the Swedish Film Institute
- voluntary deposits of viewing prints from distribution companies
- deposits of prints and pre-print elements from companies, cultural institutions, individual filmmakers and collectors
- elements struck as a result of SFI restoration and duplication activities
- acquisitions of foreign classics from FIAF archives and foreign producers

### **1.1 Acquisitions by contractual obligation**

I.1.1 The specification of what elements are required by producers to deposit is governed by regulations adopted by the SFI Board of Directors, last revised in May, 2007.

I.1.2 After the stipulated elements have been deposited with the archive, the archive notifies the SFI Production subsidy department before the full amount of subsidy is paid to the producer.

I.1.3 Non-filmic materials included in the contractual obligation (manuscripts, stills, posters etc) are handled by the SFI Library.

I.1.4 Regarding co-productions, where stipulated preservation elements have been deposited with a foreign FIAF archive, the archive requires a complete, undamaged viewing print in the format in which the film was released in Sweden. When this print has been acquired, the archive shall notify the foreign FIAF archive in question.

### **1.2 Deposits of distribution prints**

I.2.1 The archive acquires the requested number of prints (see further under *Preservation - conservation*, section 3.4) from distribution companies when their distribution licenses have expired.

I.2.2 If a distributor offers more prints than the archive requests, the archive has the right to charge the distributor a fee covering the costs of destruction.

I.2.3 The archive also accepts separate carriers of information of the films' sound track (DTS discs for instance) even when the physical print has an optical analogue and/or digital sound track.

I.2.4 Expired distribution prints are acquired without any written contracts or agreements; customary practice refers to the FIAPF General Regulations Concerning Trust Deposit of Motion Picture Prints with Film Archives issued in Paris, 1971 (see appendix 6.7).

1.2.5 The archive does not accept viewing prints in formats that differ from the formats in which the films were theatrically released, with exceptions accounted for in *Preservation - conservation* (section 3.4.2).

### **1.3 Deposits from companies, cultural institutions and individuals**

1.3.1 Individual deposit agreements are issued in each instance.

1.3.2 The deposit agreements shall regulate to what extent the archive has the right to restore, duplicate, de-access and give access to the deposited items without having to notify the depositor (or the rights holder, if different from the depositor).

1.3.3 The deposit agreements shall regulate under what circumstances the depositor (and the rights holder, if different from the depositor) has access to the deposited items.

1.3.4 The archive has the right to acquire only a part of an offered deposit. The selection is done according to principles elaborated under *Preservation - conservation* (section 3.4).

### **1.4 Acquisitions of foreign classics**

1.4.1 If resources so allow, the archive may acquire viewing prints of foreign classics from FIAF archives or foreign production companies.

1.4.2 When selecting films, the archive shall particularly, but not exclusively, take into consideration the historical importance of foreign films with a particular relevance to Sweden (films with Swedish creators and/or films shot in Sweden).

1.4.3 The archive shall at all times acquire prints in original formats, and prints of the highest possible quality.

1.4.4 If the rights holder agrees, the archive has the right to strike new prints of Swedish films with the purpose of acquiring foreign films (according to the above principles) from FIAF archives in an exchange programme.

### **1.5 Censorship cuts**

1.5.1 The archive has the right to insert censorship outtakes, deposited with the archive from the Swedish censorship board, in viewing prints screened at Cinemateket, at other non-public screenings arranged by the archive, or screenings at other FIAF archives.

1.5.2 Censorship outtakes are government property and therefore considered to be public documents. When a member of the public requests viewing a censorship outtake, the archive shall direct the person in question to the Swedish censorship board, where viewing copies in tape or digital format are available.

## **2. Cataloguing**

Information on the holdings of the Archival Film Collections of the Swedish Film Institute is entered into the SFI database.

The holdings of the archive is only a part of the SFI database, also made up by:

- the SFI library's holdings of auxiliary material (stills, posters, manuscripts, programme leaflets etc)
- the holdings of the SFI Archive for Non-Professional Films in Grängesberg
- prints in Swedish Film Institute distribution
- filmographic data on all films produced in Sweden, disregarding whether the film exists in the collections or not
- filmographic data on all foreign films theatrically released in Sweden, disregarding whether the film exists in the collections or not
- filmographic data on Swedish tv movies, and Swedish tv series of no more than five episodes

By filmographic data is understood information on title, country of production, year of release, production and distribution companies, censorship and release information, cast and crew, etc.

### **2.1 Cataloguing principles**

2.1.1 Registration and cataloguing is carried out according to *Katalogiseringsregler för filmdatabasen* [Cataloguing rules for the SFI database], which in its turn is based upon *KRS (Katalogiseringsregler för svenska bibliotek)* [Cataloguing rules for Swedish libraries].

2.1.2 The cataloguing of Swedish films made for theatrical release should be made as complete as possible.

2.1.3 The cataloguing of foreign films should include major cast and crew only. Other filmographic data is catalogued with the same level of completeness as for Swedish films.

2.1.4 The SFI Library is responsible for entering detailed synopses, commentaries and quotations of reviews on Swedish feature-length films into the SFI database, later to be used in the continuing publication of *Svensk Filmografi* [Swedish Filmography].

2.1.5 The SFI Library is also responsible for the cataloguing of filmographic data on Swedish tv movies and tv series of no more than five episodes.

## **2.2 Cataloguing of acquired elements**

2.2.1 Acquired elements are inspected, and type of element, number of reels, physical properties, format, ratio, date of acquisition and depositor is registered into the SFI database.

2.2.2 Visual inspection regarding physical condition is carried out. If resources do not allow for every element in a deposit to be subject to visual inspection, a decision is taken at each individual instance on what parts of a deposit that shall be inspected.

2.2.3 Filmographic data shall always be entered into the SFI database when an element is acquired. Already existing filmographic data shall be supplemented and updated.

2.2.4 Names and companies not previously entered into the SFI database shall first be registered in such a way that they can be easily identified before being linked to the acquired element in question.

## **2.3 Information on elements not held by the archive**

2.3.1 If the archive has no elements on a film that is catalogued in the SFI database, information on where elements exist may be entered into the commentary field.

2.3.2 Should the archive hold elements on a film, information on additional elements held elsewhere should in special cases also be entered into the archival information field in the database; for instance if the archive has a nitrate element and the film has been duplicated elsewhere.

## **2.4. Transparency**

2.4.1 Filmographic data to every film in the SFI database (whether the film exists in the collections or not) is available on [www.sfi.se](http://www.sfi.se), as is information on individuals and companies entered into the SFI database.

2.4.2 The catalogue of the holdings of the Archival Film Collections of the Swedish Film Institute is a public document. Access to the catalogue is available on all public computers in the SFI Library.

2.4.3 To a reasonable extent, the archive shall upon request provide information on holdings not yet catalogued in the SFI database.

2.4.4 When requested by a rights holder, the archive shall give a complete record of the parts of the collection to which they hold the rights.

### **3. Preservation - conservation**

The Archival Film Collections of the Swedish Film Institute preserves films in their original format, and on the carrier on which the final version of the film was released. The archive preserves films on film base\*, if the final version of the film was produced and released on film base, because

- film base has a superior life expectancy than other carriers of audiovisual information
- the transfer of films on film base to other carriers will mean a loss of information
- the possibility of presenting the films as they were originally intended to be presented is thereby also preserved

#### **3.1 Elements on film base**

3.1.1 The elements are stored in specially designed vaults with climate control, according to established international archival practice.

3.1.2 Variations from the regulated levels of temperature and relative humidity shall lead to immediate action to bring conditions back to the stipulated level.

3.1.3 Alternative means of storing elements on film base shall only be considered if these means have been subject to extensive tests, supervised by independent expertise in the field.

#### **3.2. Elements on other carriers of information**

3.2.1 Digital tapes and discs, analogue tapes, magnetic tapes and other elements on non-film base carriers, shall be stored in climate controlled facilities with a temperature of between 15 and 18 °C.

3.2.2 Swedish films in the collections that only exist in tape formats shall after consultation with Kungl. biblioteket, Avdelningen för audiovisuella medier [The National Library, Division of Audiovisual Media] be the subject of digitization. The files will then regularly be migrated and stored on LTO tapes (see further under *Preservation - restoration and duplication*, section 4.1.3).

#### **3.3 Conservation principles for elements on film base**

3.3.1 An inter-positive and at least one print of Swedish films are stored in separately located vaults from where the sound and picture negatives and a second print are stored. In this way, one version of all Swedish films is preserved should an accident or natural disaster occur.

\* By film base is understood, throughout this document, a carrier of information of moving images and sound that through photochemical processes have been struck on cellulose nitrate, cellulose acetate or polyester.

3.3.2 Picture and sound negatives, inter-positives and at least one print of all Swedish films are preserved in vaults with a temperature of -6°C and a relative humidity (RH) of 35%.

3.3.3 Every element brought from cold storage shall be stored in an intermediate vault with a temperature of 6-10°C for at least 24 hours, in order to avoid damage.

3.3.4 Viewing prints of foreign films are stored at 6°C, RH 35%.

3.3.5 Should alternative means of conservation have been tested and found plausible, these can be used to store second prints of foreign films.

3.3.6 Due to safety regulations, the archive's collections of cellulose nitrate elements are preserved in specially designed vaults, with a temperature of 4°C and RH 25%, at a secure distance from other buildings.

### **3.4 Selection principles**

3.4.1 The archive preserves viewing elements and preservation elements (that render possible the making of new viewing elements) of Swedish films. No more than three viewing prints of the same version are preserved.

3.4.2 If a Swedish film was originally released on 35mm, the archive preserves 16mm prints only if enough 35mm prints do not exist in the collections.

3.4.3 16mm negative elements to Swedish films are only preserved if these are original negatives, or until existing 35mm negatives have been inspected and established to be in adequate and complete condition.

3.4.4 Under special circumstances the archive preserves final mixes even if sound negatives exist in the collections.

3.4.5 The archive does not preserve I-bands or other sound elements used to make final mixes.

3.4.6 The archive does not preserve out-takes and other shooting elements not used to make the final film, unless particular film historic and cultural reasons exist to do so.

3.4.7 The archive does not preserve un-edited negatives.

3.4.8 If preservation or viewing elements on film base are included in the collections, the archive does not preserve viewing copies on other carriers of information, except for Swedish films to which SFI is the rights holder.

3.4.9 The archive preserves a maximum of two prints of foreign films; unless reasons exist to preserve further prints (the archive shall particularly, but not exclusively, take into consideration films with Swedish creators and/or films shot in Sweden).

### **3.5 Handling**

3.5.1 The archive's staff shall at all times observe the utmost care and only use equipment, and handle the items in such a way, which ensures that the items are subject to the least possible damage.

### **3.6 De-accessing**

3.6.1 Should the archive have surplus elements according to above criteria, these elements may be de-accessed by destruction.

3.6.2 When elements are submitted to destruction, all aspects of different environmental regulations for the disposal of different kinds of substances shall be observed.

3.6.3 The archive shall have a generous attitude towards requests from FIAF archives regarding repatriation of the film heritage. Deviations from this generous attitude are acceptable if the archive makes a qualified assumption that the items in question are endangered by repatriation.

3.6.4 A permanent withdrawal of collection items from depositors (or rights holders should they differ from depositors) should be avoided to the greatest extent possible, by amicable relations to the film industry, and by a generous attitude towards temporary withdrawals and transparency of the holdings.

3.6.5 If a depositor (or rights holder if different from depositor) insists on a permanent withdrawal of items, the archive has the right to full compensation of all costs involved over the years in conserving and preserving the item in question.

## **4. Preservation - restoration and duplication**

The Archival Film Collections of the Swedish Film Institute has a particular responsibility to preserve and restore Swedish films.

The decisions on which films and what elements are subject to restoration and duplication activities rests with the Curator of the collection, after having consulted the archival staff involved in these activities.

The selection of films and elements are also determined by possible missions in this field regulated by the Swedish government and parliament. In the Government Appropriation directions of 2008 it is stated that the archive shall continue its project of restoring and duplicating Swedish feature films shot on colour stock between the years of 1953 and 1979, and that at least 10 000 meters of films on cellulose nitrate annually shall be duplicated onto safety stock.

### **4.1. Selection**

4.1.1 The archive restores Swedish theatrically released films that have been released on film base.

4.1.2 The archive may also restore Swedish versions of foreign films that have been released on film base. However, the archive shall in each case first make sure that the film either hasn't already been preserved elsewhere, or that the Swedish version of the film in any significant way differs from the original version of the film.

4.1.3 The digitization and migration of Swedish films only ever existing on non-film base carriers of information is being done after consultation with Kungl. biblioteket, Avdelningen för audiovisuella medier [The National Library, Division of Audiovisual Media] (see further under *Preservation - conservation*, section 3.2.2).

### **4.2 Priorities**

4.2.1 A Restoration and Duplication Plan, including individual titles, shall be established annually.

4.2.2 The Restoration and Duplication Plan may be revised during the year if hitherto unknown elements of non-preserved films surface.

4.2.3 In the list of films included in the Restoration and Duplication Plan, consideration shall be taken to whereas

- the film will be endangered if restoration work is not carried out
- preservation or other pre-print elements already exist, and if these are deemed to be in adequate condition
- specific access is requested to the film in question
- the rights holder to the film will in part or in full finance the restoration and duplication of the film

### **4.3 Principles**

4.3.1 The archive is obliged to respect the source elements' qualities and properties regarding length, colour, aspect ratio and sound.

4.3.2 A film is considered to be fully restored only if a viewing print in the original format has been made, and when existing preservation elements are deemed to be in good enough condition, or if this is not the case, when new preservation elements have been made.

4.3.3 A restoration of a film means that the version of the film at its Swedish theatrical release has been re-created as fully as possible. If this is not possible, re-release – for instance shortened – versions will be re-created as fully as possible.

4.3.4 When it is documented that the creator of the film envisaged a different version than the release version, this version may also be re-created to the fullest extent possible.

4.3.5 The archive is obliged to use best possible practises during the restoration work. This also includes non-photochemical intermediate steps, should resources so allow.

4.3.6 The archive is obliged to preserve the source elements used in the restoration work, in order to make new restorations in the future possible, with known and hitherto unknown means.

4.3.7 If the source elements used in a restoration process are physically damaged or decomposed to such an extent that further use of the elements are no longer possible, these elements may be de-accessed by destruction, though only after a decision taken by the Curator.

### **4.4 Practices**

4.4.1 The utmost care of the source elements is the prime consideration taken by the archive, at every step in the restoration and duplication processes. Methods and means that in any way endanger the preservation of the source elements are to be avoided at any cost.

4.4.1 If the source elements only exist in an incomplete version, explanatory titles and stills may be inserted in new preservation and viewing elements if this means that the original version, and the experience hereof, is thereby more closely re-created.

4.4.3 The archive shall keep written records of the choices made in the restoration processes.

4.4.4 A brief explanation of the restoration work carried out shall accompany the film at any presentation of it.

4.4.5 Kungl. biblioteket, Avdelningen för audiovisuella medier [The National Library, Division of Audiovisual Media] shall be notified when a film has been restored, so that it has the possibility to acquire the best possible version of the film for their collections for research purposes. The archive shall in return receive a viewing copy on vhs or dvd from Kungl. biblioteket, Avdelningen för audiovisuella medier [The National Library, Division of Audiovisual Media].

4.4.6 FIAF archives that have put elements at the archive's disposal in a restoration process, shall be offered a viewing print of the restored version in the original format, free of charge.

## **5. Access**

Apart from screenings at Cinemateket, the Archival Film Collections of the Swedish Film Institute lends prints and other items from the collection for screenings at external theatres, screenings at SFI premises arranged by external bodies, consultation in viewing tables, transfers at Kungl. biblioteket, Avdelningen för audiovisuella medier [The National Library, Division of Audiovisual Media] and to rights holders. The archive has the right to charge the borrower with a handling and visual inspection fee. The size of the fee is subject to annual revision by the archive. The terms of giving access to elements may vary depending on the individual borrower.

Irrespective of future technological developments, the possibility to screen films from the collections in their original format shall always remain at SFI premises.

The archive has the right to deny access to items in the collections if there is a danger that the items may be subject to damage, or if the borrower cannot guarantee that the items are screened in the right aspect ratio or at the correct speed, or if the borrower has failed to obtain screening authorisation from the rights holder. Under no circumstance is short-time access acceptable at the expense of long-term preservation.

### **5.1 Screenings at Cinemateket**

5.1.1 The archive puts the best print in the collections at disposal for screenings at Cinemateket in Stockholm, with the exception of prints of Swedish films that for preservation purposes are not to be classified as viewing elements. Prints not classified as viewing elements are prints of films where complete preservation elements do not exist, and where only one single print is complete.

5.1.2 For preservation purposes the archive may not always put the best or only print in the collections at disposal for Cinemateket screenings at its affiliate venues.

5.1.3 The programme department of Cinemateket are responsible for obtaining necessary screening authorisations from the rights holders.

### **5.2 Nordic FIAF archives**

5.2.1 Nordic FIAF member archives have the right to borrow prints from the archive's collections free of charge for screenings at their own premises.

5.2.2 The archive lends the best possible print of Swedish films, and the archive has a generous attitude towards lending single prints of foreign films.

5.2.3 The programming departments of the Nordic FIAF member archives are responsible for acquiring necessary screening authorisations, according to the agreement of the Nordic Archive Meeting in Stockholm, November 2000. Exceptions to this agreement are those instances where the rights holder only has representation in Sweden, and not in the Nordic country wherein the requesting archive is situated. In these instances the borrowing archive must provide the archive with a copy of the screening authorisation before the print is released.

5.2.4 The archive lends elements on films produced in the Nordic countries which are necessary for any Nordic FIAF member archive for restoration and duplication purposes. After the restoration and duplication work is completed, the archive shall receive a print of the restored version of the film in its original format, free of charge.

### **5.3 Other FIAF archives**

5.3.1 Non-Nordic FIAF member archives have the right to borrow prints from the archive's collections free of charge for screenings at their own premises.

5.3.2 The archive shall lend the best possible print of Swedish films. Regarding the lending of single prints of foreign films, the archive's policy varies depending on the relation with the requesting archive, and on how the requesting archive has handled prints from the collections in the past.

5.3.3 It is decided in each individual instance, if the archive finds it necessary to issue a Print Loan Agreement, that includes to what extent the borrowing archive shall be subject to cover replacement costs should prints be damaged.

5.3.4 The archive does not release any print until the borrowing archive has provided the archive with a copy of the screening authorisation from the rights holder. The archive may clear the rights to Swedish films on the borrowing archive's behalf.

5.3.5 Only exceptionally does the archive accept Letters of Indemnity, wherein the borrowing archive documents its diligent search to obtain screening authorisation, and wherein the borrowing archive accepts full legal and financial responsibility for the screening.

5.3.6 The archive lends elements to foreign films that are necessary for FIAF member archives for restoration and duplication purposes. After the work is completed, the archive shall acquire a print of the restored version of the film in its original format, free of charge.

### **5.4 Non-Cinematket screenings at SFI premises**

5.4.1 The archive does not charge a handling or visual inspection fee in connection with screenings at SFI premises. Necessary screening authorisations are the responsibility of the SFI department organising the screening.

5.4.2 If an external body organizes screenings at SFI premises the archive will charge a handling fee. If the screening is not open to the public, the borrower does not need to acquire a screening authorisation. For screenings open to the public, the archive requires a copy of the screening authorisation from the rights holder before releasing any print.

### **5.5 External screenings at Cinematket's affiliate venues**

5.5.1 The archive only charges a handling fee, and not a visual inspection fee, when an external body organizes screenings at Cinematket's affiliate venues, though only on the condition that the venue employs Cinematket projectionists for the screening in question.

5.5.2 A screening authorisation must be obtained by the organizer, with the exception for screenings organized by universities, when screening authorisations are only requested by the archive for films where the rights holder is represented in Sweden.

#### **5.6 Screenings at non-FIAF venues**

5.6.1 The archive does not lend any print without issuing a written Print Loan Agreement.

5.6.2 The archive does not lend any prints without obtaining a copy of the screening authorisation from the rights holder. Letters of Indemnity are generally not accepted.

5.6.3 The archive will charge a handling and visual inspection fee. Exceptions are made where specific agreements have been made with the borrower regarding visual inspection.

5.6.4 The archive lends prints of those Swedish films where more than one print exist in the collections, or where pre-print elements exist in order to make it possible to replace damaged prints. Exceptions are those instances where prints of the same generation as the single print cannot be replaced, due to the loss or damage of original elements.

5.6.5 The archive does not lend single prints of foreign films. When multiple prints exist in the collections, the archive lends foreign films to external screenings in Sweden. In the case of non-FIAF screenings outside of Sweden, the archive directs the borrower to a FIAF archive in the country where the requested film was produced.

#### **5.7. Rights holders**

5.7.1 The archive charges only a handling fee for rights holders to access deposited elements.

5.7.2 When rights holders request access to elements made by the archive, the archive has the right to charge additional compensatory fees, according to regulations adopted by the SFI management.

5.7.3 If a rights holder wants access to a deposited viewing print for an external screening, the archive charges a handling and a visual inspection fee.

5.7.4 When a rights holder wants access to items in the collections for the making of new elements (independent on carrier), the archive must first approve of the lab where the duplication/transfer will be made.

5.7.5 If a rights holder accesses a preservation element deposited by contractual obligation more than three times, the archive has the right to demand new preservation elements made from original elements.

#### **5.8 Research**

5.8.1 The archive lends items from the collection free of charge to Kungl. biblioteket, Avdelningen för audiovisuella medier [The National Library, Division of Audiovisual Media] for transfers to new carriers of information to facilitate research on the

archive's holdings. Kungl. biblioteket, Avdelningen för audiovisuella medier [The National Library, Division of Audiovisual Media] is responsible for obtaining necessary authorisations from the rights holder. The archive supplies necessary information on projection speed to Kungl. biblioteket, Avdelningen för audiovisuella medier [The National Library, Division of Audiovisual Media].

5.8.2 Films that Kungl. biblioteket, Avdelningen för audiovisuella medier [The National Library, Division of Audiovisual Media] for some reason does not wish to transfer and include in their collections, are made available by the archive on a viewing table or as reference dvd's in the SFI Library. The archive charges a handling fee for this service.

5.8.3 The archive lends prints from the collections to Filmvetenskapliga institutionen vid Stockholms Universitet [The Department of Cinema Studies at Stockholm University] according to a special agreement dated May, 2004. This agreement stipulates to what extent the Filmvetenskapliga institutionen [The Department of Cinema Studies] may borrow prints for screenings at SFI theatres or for consultation at viewing tables free of charge. The archive will charge a handling fee for any loan surpassing the amount stipulated in the above agreement.

5.8.4 Researchers from other departments of the Stockholm University, or from other universities, are primarily directed to access the archive's collections through the archive's co-operation with Kungl. biblioteket, Avdelningen för audiovisuella medier [The National Library, Division of Audiovisual Media]. Films can also be made available as described in section 5.8.2.

5.8.5 Separate agreements between the archive and research institutions can be made concerning specific research projects.

## **5.9 Digitisation or other transfers to new carriers of information**

5.9.1 The archive does not provide individuals, researchers, companies or institutions with viewing copies in tape or digital formats. Exceptions are made for requests from FIAF archives and foreign festivals, where viewing copies on vhs tapes or dvd's are lent for the purpose of translation of dialogue/inter-titles and to facilitate preparations for musical accompaniment.

5.9.2 The archive may make viewing copies in tape or digital formats for acquisition, or as loans outside the archive's premises, to individuals, researchers or institutions on Swedish films to which SFI is the rights holder.

5.9.3 In co-operation with rights holders, the archive shall actively strive to make the the part of the film heritage made up of Swedish produced films more accessible through dvd publishing and on-line distribution.

5.9.4 If a company other than the rights holder acquires quotation or distribution rights to films in the collection (for instance distribution or broadcasting companies), the archive will release items only after obtaining a copy of the licensing contract between original rights holder and the company that made the acquisition. Specific guidelines for this particular kind of access were established in November 2008, in cooperation with the SFI legal counsellor.