

SCREENING FACILITY REPORT
George Eastman House / Motion Picture Department
Latest revision: June 12, 2008

NOTICE

IT IS UNDERSTOOD THAT THE INFORMATION INDICATED IN THIS FORM IS STRICTLY CONFIDENTIAL AND WILL BE USED BY GEORGE EASTMAN HOUSE ONLY FOR EVALUATING FACILITIES OF POTENTIAL BORROWERS AND IN PREPARING APPLICATIONS FOR INDEMNITY. THIS FORM MUST BE STORED IN A SECURE LOCATION AND NO COPIES ARE TO BE MADE OR DISTRIBUTED WITHOUT THE EXPRESS CONSENT OF THE SUBJECT INSTITUTION.

Name of Borrowing Institution / Loan Venue	
Contact Person	
Title	
Mailing Address	
Street Address	
Shipping Address	
Telephone Number	
Fax Number	
E-mail Address	
World Wide Web URL	
Film Title (s) Requested	
Screening Date(s)	
FIAF Member/ Affiliate	
Type of Institution	
Do you have telecine or video duplicating equipment?	
Do you have a film laboratory?	

1. STAFF AND MAJOR CONTRACTORS

Use the matrix below to provide information on key staff members who will be involved in the exhibition of the film(s). Provide both work and home numbers for employees. Under employment status, please indicate if employee is a full or part-time staff member or is a contractor. If employee is a contractor, provide the name of the contracting firm or organization. Please provide the specialty of curators and conservators. Attach a continuation sheet if necessary.

POSITION	NAME	TITLE	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESS
Director (Chief Executive Officer)			Work: Fax:	
Curator			Work: Fax:	
Assistant Curator			Work: Fax:	
Chief Projectionist			Work: Fax:	
Receiving Officer			Work: Fax:	
Security Supervisor			Work: Fax:	
Registrar Officer			Work: Fax:	
Inspection Officer			Work: Fax:	
Shipping / Packing Officer			Work: Fax:	
Customs Broker			Work: Fax:	

2. PROJECTION BOOTH

How many screening rooms are in your institution?
How many projection booths are in your institution?

How often do you clean the:

Projection booths Every ___ days
Film storage areas Every ___ days
Inspection room Every ___ days
Shipping/Receiving Every ___ days

Are the screening rooms used only for viewing films? Yes No

If no, what other function(s) do they serve?

Are food and beverages ever permitted in:

The projection booth? Yes No The inspection area? Yes No
The receiving area? Yes No The packing area? Yes No
The shipping/receiving area? Yes No The film storage area? Yes No

If yes, please explain:

Note: if you have more than one projection booth, please copy this page and fill out one form for each booth.

PROJECTION BOOTH NO. OF

Does your projection booth have **35mm changeover projectors**? Yes No

If yes, how many pairs in this booth?

What reel capacity (in feet/meters) is used on each projector?

Describe model and year of installation:

Describe the average luminosity setup: lumens:

Do the projectors have variable speed? Yes No

Does your projection booth have **16mm changeover projectors**? Yes No

If yes, how many pairs in this projection booth?

What reel capacity (in feet/meters) is used on each projector?

Describe model and year of installation:

Describe the average luminosity setup: lumens:

Do the projectors have variable speed? Yes No

Does your projection booth have **70mm changeover projectors**? Yes No

If yes, how many pairs in this projection booth?

What reel capacity (in feet/meters) is used on each projector?

Describe model and year of installation:

Describe the average luminosity setup: lumens:

Does your projection booth use a **platter system**? Yes No

If yes, describe model and year of installation:

Describe the average luminosity setup: lumens:

Do the projectors have variable speed? Yes No

Is your projection booth equipped to project nitrate film? Yes No

What type of light source do you utilize for the projectors?

Carbon arc

Xenon

Other (*specify*) _____

How often are your projectors maintained? _____ Monthly _____ Weekly _____ Daily

3. PRINT HANDLING, INSPECTION AND PACKING

Handling & Inspection

Are your projectionists informed of special handling instructions specified by the Lender? Yes No

Who performs loading and unloading of prints?

Who performs print inspection before the screening?

Are prints inspected after the screening?

Do staff use gloves for inspecting prints? Yes No

If a film is broken before, during or after projection, do you cut frames to repair it?

Yes

No

When necessary

If a film is broken before, during or after projection, what kind of splice do you make to repair it?
(Check all applicable items)

- Tape
- Cement
- Ultra-sonic splice
- No splice is made

Do you cut heads and tails of each reel before a screening? Yes No

Do you join several reels into one for a screening? Yes No

Do your projectionists add tape or stickers to borrowed prints? Yes No

Do your projectionists add cue marks to borrowed prints? Yes No

If yes, what method do they use? (Check all applicable items)

- China Marker Marked on emulsion side
- Scratched dots Marked on base side
- Tape dots No cues are added

Do your projectionists add tape or write on leaders of borrowed prints? Yes No

What kind of machine do you use for inspection?

- Manual Automatic
- Semi-Automatic Vertical
- Horizontal

How do you secure the film leader to the reel?

Sticker Tape Slot in reel Other (specify):

Packing

What kind of package is used to return the prints?

- Cardboard boxes
- Goldberg or other metal containers
- Plastic containers
- Fiberglass containers
- Specially designed crates
- Same container in which print is received
- Other

Who packs and unpacks prints?

What type of training is provided?

Do volunteers or interns handle borrowed prints? Yes No

If yes, how are they trained and who supervises their work?

Are written incoming condition reports made on all prints? Yes No

If yes, please attach a sample.

Are written outgoing condition reports made on all prints? Yes No

If yes, please attach a sample.

If yes, by whom?

4. SHIPPING AND RECEIVING

What are your normal receiving hours?

Can you accommodate a delivery at times other than these hours? Yes No

Where do you receive shipments?

Is your loading area: Sheltered Enclosed Neither

Do you have a secure receiving area separate from the loading area? Yes No

Is this area used only for film prints and other exhibition objects? Yes No

Is the area used for other purposes?

Where do you usually unpack/repack/prepare prints for exhibition?

Do you utilize an off-site packing/preparation facility? Yes No

Indicate the most appropriate description of this facility:

- Museum property Commercial space contracted as needed
 Rented commercial space Other (specify)

Indicate the facility's distance from your institution:

What is the mode of transportation between the two facilities?

Does a professional staff member always supervise packing/unpacking? Yes No

Title of the staff person responsible:

5. STORAGE

Where do you usually store loaned prints before and after they are projected?

Do you have a secured storage area for loaned prints? Yes No

Is it separate from your permanent collection storage? Yes No

Is it locked? Yes No

Is it alarmed? Yes No

Is it climate-controlled? Yes No

Who has access/keys?

How is access controlled?

Do you make routine inspections for insect and microorganism problems in the area where you store loaned prints? Yes No

Do you undertake routine extermination/fumigation procedures in the area where you store loaned prints? Yes No

6. HEATING AND AIR CONDITIONING

Is your environmental control system in operation 24 hours a day, 7 days a week including times when the institution is closed? Yes No

Is there a back-up system for your environmental control system? Yes No

If yes, how long can it operate?

Indicate the type and location of your environmental control systems ("*x*" all appropriate):

	Temporary Storage Areas	Projection Booths	Throughout Building
Centralized 24-hour temperature control system			
Centralized 24-hour humidity control system			
Centralized 24-hour filtered air			
Simple air conditioning (window units)			
Simple heating			

Are portable heating devices used anywhere in your facility? Yes No

If so, what kind and where?

Are the environmental conditions in the projection booths:

- Individually controlled
 All controlled as part of the entire building or with several other rooms

Are the film storage areas:

- Individually controlled
 All controlled as part of the entire building or with several other rooms

How closely are loan objects positioned to heating, air conditioning, or humidification vents or units?
Describe:

Who responds to environmental control system problems?

- In-house personnel Contractor
 Other (please specify):

7. FIRE PROTECTION

What is the fire rating of your building (e.g., A1)?

Is the entire building protected by a fire and/or smoke detection/alarm system? Yes No

If yes, indicate type (ion detectors, etc.):

If no, describe areas not protected:

Do your institution's fire detection/alarm systems employ components listed by Underwriters Laboratories? Yes No

Are the systems installed according to UL standards? Yes No

Who checks the systems and how often?

Do you have fire-proof cabinets for nitrate reels in any projection booth? Yes No
Do you have fire-proof cabinets for nitrate reels in any temporary storage area? Yes No

How is the fire/smoke detection/alarm system activated? ("*x*" all appropriate)

	Projection Booths	Temporary Storage Areas
Self-activated heat detection		
Self-activated smoke detection		

Control panel		
Manual pull stations		
Water flow switches in sprinkler system		

Who does your fire alarm system alert?

- In-house central station (proprietary system) In-house audible devices
 Local fire station--direct line UL/FM-approved central station Other (specify)

Indicate the type(s) of Fire Suppression System(s) in operation *where loaned object(s) will be received, stored and projected*: ("x" all appropriate) Indicate year of installation.

	Received	Stored	Projected	Installed	Staff Trained
Sprinklers:					
Wet pipe					
Dry pipe					
Delayed action					
Pre-action					
Other					
Gaseous:					
Halon					
Clean agent					
Other					
Fire hoses					
Portable fire Extinguishers					

Are the staff and guards trained in shut-off procedures? Yes No

Specify type (e.g., pressurized water, carbon dioxide, dry chemical, foam, Halon, acid, other)

Do you have an established fire emergency procedure? Yes No

How frequently is the staff trained in this procedure?

8. Geographic Profile

Is your building located in an earthquake or earth movement prone zone? Yes No

Is your building located in an area designated as a flood zone or next to a body of water which can overflow its boundaries? Yes No

What is the flood rating for your building?

Is your building located in an area subject to other natural catastrophes such as hurricanes, tornadoes, or severe windstorms? Yes No

If yes, is your building equipped with working storm shutters? Yes No

Is your institution in a designated brush zone? Yes No

9. SECURITY

Guards and Access

Do you have 24-hour human guard security (as opposed to periods of electronic-only surveillance)? Yes No

What type of security personnel does your institution utilize?

- Security employees of your institution Other staff
 Students Volunteers/docents
 Other (specify) Contractors from an outside service company Name of company:

Are your guards:

- Armed? Radio-equipped?
 Pager-equipped? Phone-equipped?
 Other (specify)

Do you conduct background checks on guards prior to hiring? Yes No

Indicate the number of guards normally on duty:

	Throughout Building		In Theatre Areas	
	Stationary	Patrolling	Stationary	Patrolling
During public hours (day/evening)				
Closed to the public, but open to staff				
During closed hours				

How many projection rooms are assigned to each guard?

Is a guard assigned during receiving and shipping? Yes No

If no, can one be assigned, if required? Yes No

Are the booth/film storage areas restricted during projection, inspection and shipping? Yes No

How often are "checklist" checks made of the prints loaned for your film programs?

Do you maintain records on internal movement and relocation of borrowed prints? Yes No

Are security personnel stationed at all entrances and exits to the building during open hours? Yes No

If no, explain:

List the staff members who are authorized to sign for the removal of prints from the building?

Is every print entering or leaving the building signed in and out by security personnel? Yes No

Are the contents of bags, briefcases, etc. checked upon entering and exiting? Yes No

Do you prohibit the use of video and audio recorders in the theatre? Yes No

Do staff (paid and volunteer) and special guests wear identifying badges when in non-public areas of your building? Yes No

Do you have an emergency response plan? Yes No

Do you have a disaster recovery plan? Yes No

If your institution utilizes such plans, how frequently is the staff trained in their implementation?

10. LOAN HISTORY

List other institutions you have borrowed from recently:

Name of Institution	Title / Series	Year

11. VERIFICATION AND RESPONSIBILITY

THE UNDERSIGNED IS A LEGALLY AUTHORIZED AGENT FOR THE SUBJECT INSTITUTION AND HAS COMPLETED THIS REPORT. THE INFORMATION INDICATED PROVIDES A COMPLETE AND VALID REPRESENTATION OF THE FACILITY, SECURITY SYSTEMS AND CARE PROVIDED TO OBJECTS (BOTH OWNED AND BORROWED).

Signature _____

Type Name _____

Title

Date

PLEASE SIGN AND DATE BELOW TO INDICATE THAT THE INFORMATION PROVIDED IN THIS DOCUMENT HAS BEEN REVIEWED FOR ACCURACY AND HAS BEEN UPDATED WHERE NECESSARY WHEN IT IS REISSUED.

SUBSEQUENT REVIEWS:

Signature Title Date

Signature Title Date

Signature Title Date

Signature Title Date