



Fédération Internationale des Archives du Film
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Admission Questionnaire

Information needed from candidates for affiliation is described in Rules 2 to 12 of FIAF's *Statutes and Internal Rules*. A copy should have been sent to you with this Questionnaire.

Note that the official languages of FIAF are French and English (*Statutes*, Article 28). Please supply a translation into one of these languages of any document in another language.

Please type answers, or write clearly IN CAPITAL LETTERS using black ink.

Your name	
Your institution's full name	
Your acronym (if used)	
Your institution's address	
Telephone number	
Fax number	
e-mail address	

Have you provided all the supporting documents required by Rules 2 and 12 ?

Use the checklist below. Do not send in your application unless you are able either (1) to include all the documents in this list or (2) to provide a separate statement explaining why you cannot do so, or referring to documents supplied with an earlier application.

A copy of the deed of foundation of your institution (See Note 1 overleaf)	
A copy of the statutes and rules of your institution (See Note 1 overleaf)	
A formal commitment to respect the Statutes and Rules of FIAF	
A description of your activities (where necessary to supplement information given elsewhere in this Questionnaire)	
Detailed information on the main sources of your institution's funding and a copy of your last annual budget sheet (see Note 2 overleaf) Yearly budget of your AV archive (average of the last 5 years)	
An official letter from the authorities/parent organisation (if appropriate)	
A declaration of collaboration with any existing FIAF Members in your country (one letter from each institution)	

You are also asked to supply the following document not listed in the Rules:

An "organigram", i.e. a chart illustrating and explaining the internal structure of your institution and its relations to any parent body	
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Please feel free to expand your comments on any question, or to add your comments on the Questionnaire itself, on a separate page: FIAF will be grateful for your remarks.

The documents asked for overleaf, and the questions below are intended to help FIAF understand the nature and status of your institution.

Note 1: In asking for a copy of the Deed of Foundation and the internal Statutes and Rules of your institution, FIAF is seeking to test the status of your application against the Federation's requirements that affiliates be autonomous and that they should not operate for profit. If your institution does not have the precise documents named, you should provide other evidence that will satisfy the Federation on these issues.

Note 2: In asking for evidence of your institution's main sources of funding and a sight of its budget sheet, FIAF is again seeking to establish the scale of any commercial activities by your institution, and also to discover what proportion of your annual expenditure is committed to various archival activities - principally preservation. If this information is not apparent from the documents which you have submitted, please supply an additional statement.

Qu 1: In what year was your institution founded ?
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Qu 2: What is its legal status ? (e.g. Cinematheque, University or Museum Department, Division of National Archive, Library or Film Institute etc.)
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Qu 3: If your answer to Question 2 indicates that your institution is a division or part of a larger "parent body", give the full name of that body and explain the relationship. (Use a separate page if necessary)

Qu 4: What is the main purpose of your institution ?

<p>Qu 5: Who recruits the staff in your institution ? (e.g. the Director or Curator; a Personnel Officer of the parent body; etc.)</p>
<p>Qu 6.a: What is the current budget of your institution ? (please specify US\$ or €)</p> <p style="text-align: right;">US\$ or EURO</p>
<p>Qu 6.b: Who controls your institution's budget ? (e.g. the Board of Management; the Director or Curator; a Finance Officer in the parent body, etc.)</p>
<p>Qu 7: Who controls the use of your collection ? (e.g. a state archivist,; the Director or Curator; a specialised department, etc.)</p>
<p>Qu 8: Apart from any organisation named in your answer to Question 2, does your institution have relations with cinematographic bodies or associations in your country ? [Please provide a list in the space below or on a separate page if necessary, indicating the nature of your relationship]</p>

The last two pages of the Questionnaire are intended to help FIAF form a picture of the archival activities of your institution.

<p>Qu 9: How large is the collection of film held by your institution ? (Give your current estimate of its total size using one or more of the methods indicated - note clearly which measure you are using)</p>	<p>METRES/FEET</p> <p>(Total length) and/or Number of titles: Number of cans/reels:</p>
<p>Qu 10: What proportions of your collection belong to the following genres or types of film ?</p>	<p>Feature Films % Short films % Documentaries % Animation %</p>

	News or Record film % "Home movies" % Other (please describe) %
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Qu 11: How important is your collection to the preservation of the film heritage of your country ? [Please argue your case in the space below or on a separate page if necessary.] Points to consider include: the proportion of national film heritage held under the control of your institution; whether or not you hold master material on some or all of these films; whether you have some specialist responsibility within an overall national framework, etc.

Qu 12: Which of the following types of archival activity are practised by your institution ?

Acquisition of film - by legal deposit ?		Preservation of film ? (i.e. making master copies)		Access - on your premises ?	
by voluntary deposit/gift ?		Making of viewing copies ?		by loan ?	
by purchase ?		Film cataloguing ?		by sale ?	

Qu 13: Does your institution collect TV or Video material ? If so, please estimate the number of tapes or cassettes in each of the following categories:

Original productions on professional standard tape	
Original rushes and other pre-production material	
Domestic-standard videotape reference copies of films etc.	

Qu 14: Does your institution collect film related material ? If so, please estimate the size of your collection in each of the following categories

Books		Posters	
Periodicals		Advertising material	

CD-ROMs		Recorded film music	
Newspaper clippings		Oral history interviews	
Original scripts		Other audio material	
Published scripts		Film stills	
Production notes etc.		Sets and designs	
Censorship documents		Animation drawings	
Music scores		Cameras/apparatus	
Costumes		Memorabilia	

Please describe any other collection which you wish to mention. Explain your relationship to any collection maintained in another organisation, or in another part of your own organisation (for example, a separate but associated documentation centre, museum etc.)

Qu 15: Which of the following types of cultural activity are practised by your institution ? (Give details or describe other activities on a separate page, or attach examples, if you wish.)

Public screenings ?		Film museum ?		Publications ?	
Education (lectures etc.) ?		Exhibitions ?		Research ?	

Qu 16: Does your institution have its own cinema ?	YES / NO
Qu 17: Does your institution have its own film storage vaults ?	YES / NO
Qu 18: Does your institution have its own laboratory ?	YES / NO
Qu 19: Does your institution engage in restoration work ?	YES / NO

Where you have answered "YES" to any of the above questions, please give details of your facilities and activities in the space below or on a separate page. Describe technical facilities in full: e.g. capacity of, and temperature/humidity controls in, storage vaults; nature of projection equipment etc.

