

SCREEN ARCHIVE SOUTH EAST

(Formerly: The South East Film & Video Archive)

Acquisition Agreement

for the Custody and Public Use of Screen Material between Screen Archive South East (SASE) and Donors/Depositors

1. **ACCESSION NO.**

2. **RECEIVED FROM**

name:

address:

tel:

e-mail:

3. **THE MATERIAL**, as listed below:

(e.g. magic lantern slides, film, videotape, digital tape, cd-rom, dvd, apparatus, documentation, publication)

4. **ARE YOU THE OWNER OF THE MATERIAL?** *(please tick)*

yes

no

5. **ARE YOU THE MAKER OF THE MATERIAL?** *(please tick)*

yes

no

6. **ARE YOU THE COPYRIGHT HOLDER?** *(please tick) (see 'Terms and Conditions' item no. 2 for details)*

yes

no

7. If you are not the maker or copyright holder, what is your relationship to the donated/deposited material:
(please describe e.g. friend/relative of the maker, local authority/institution with whom the material was donated/deposited, the finder of the material)

8. **THE MATERIAL IS PRESENTED TO SCREEN ARCHIVE SOUTH EAST AS:** *(please tick)*
(see 'Terms and Conditions' items 3 & 4 for details)

a donation *(go to 8.1)* a deposit *(go to 8.2)*

If the material is a donation:

8.1 We request that donors please sign the following declaration -
(see 'Terms and Conditions' item 3.1 for details)

I hereby assign the Archive, with full title guarantee, all copyright and other intellectual property rights I own in the Material	
Signed: _____	Print Name: _____
Date: _____	

If the material is a deposit:

8.2 SASE aims, wherever possible, to make deposited material available with related information, to be used for, or incorporated into, all SASE's not-for-profit activities and resources for any private, research or educational use. This includes (but is not limited to):

- festivals, exhibitions and educational activities
- publicly accessible online resources
- SASE-produced audio-visual materials such as DVDs or other multi-media works
- printed works such as leaflets, printed catalogues, and manuscripts

(please tick) yes no

8.2.1 If yes, copyright holders are also invited to sign the **"Licence Agreement"** for the use of this material by SASE within publicly accessible online resources and related digital resources

8.3 Please indicate if you wish to give permission for this material to be used in commercial projects and understand that all income generated by such transactions will be devoted to the archive's preservation and access work. *(please tick)*

(please tick) yes no

8.4 If you wish to place any restrictions or conditions on the use of your material, please indicate below:

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For both donors and depositors:

It is hereby agreed that the terms, as specified within this document, are accepted by:

For and on behalf of donor/depositor

For and on behalf of SASE

Signature: _____

Signature: _____

Print name: _____

Print name: _____

Date: _____

Date: _____