Let the Experts Take Care of Your Work

SUNDANCE INSTITUTE

The Sundance Collection at UCLA was established as a partnership between Sundance Institute and the UCLA Film & Television Archive in order to preserve important works of independent cinema and ensure that they endure for future generations to experience. For more information or to donate your film, visit sundance.org/collection or write collection@sundance.org.

Outfest LEGACY PROJECT for LBT FILM PRESERVATION

The Outfest Legacy Project, a collaboration with the UCLA Film & Television Archive, is the only program in the world devoted to saving and protecting LBT (Lesbian, Gay, Bisexual and Transgender) film and video. For more information about how easy it is to place your work in the Outfest Legacy Collection, visit outfest.org/legacy or call (310) 480-7096.

UCLA Film & Television Archive

The UCLA Film & Television Archive is internationally renowned for its pioneering efforts to rescue, preserve and showcase moving image media.

If you really want to ensure that your film is safeguarded for future audiences to experience, consider donating a print or tape master to the UCLA Film & Television Archive. For more information on donating your film to the Archive, please contact the Sundance Collection or Outfest Legacy Project.
**FILM SAFETY INFORMATION**

**Store Work in a Cool, Dry, Clean, Safe Place**

- Do not expose film or tapes to moisture or humidity.
- Do not store film or tapes in a dirty environment.
- Do not store film near electromagnetic devices like TVs.
- Do not expose film or tapes to excessive heat.

**Keep Track of Your Original Materials**

Always properly label your materials and check their condition at least once a year.

Friends and family can accidentally throw materials away. Labs can go out of business and companies can change ownership. Always make protection copies of your work. Migrate your film and make sure your work is stored somewhere as uncompressed media.

**Don’t Let your Format Become Obsolete**

Remember 3/4” tape, VHS, phonographs and…dinosaurs? All formats become obsolete eventually. Pay attention to technology changes and up-convert your work to the highest quality format possible.

Even digital is not forever. Migrate your film and make sure you keep uncompressed media stored somewhere.