

**Let the Experts
Take Care of Your Work**



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.

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.



The Outfest Legacy Project, a collaboration with the UCLA Film & Television Archive, is the only program in the world devoted to saving and protecting LGBT (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 (213) 480-7096.



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

HOW TO SAVE YOUR FILM AND TAPE

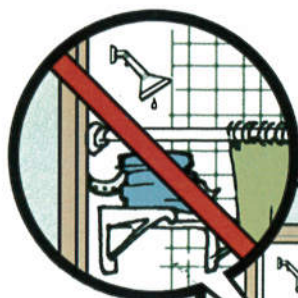


FILM SAFETY INFORMATION

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



Do not expose
film or tapes to
moisture or
humidity.



Do not expose
film or tapes to
excessive heat.



Store film on
cores and in
plastic film
canisters
(not plastic
bags).



If it seems like a
bad storage spot,
it probably is.



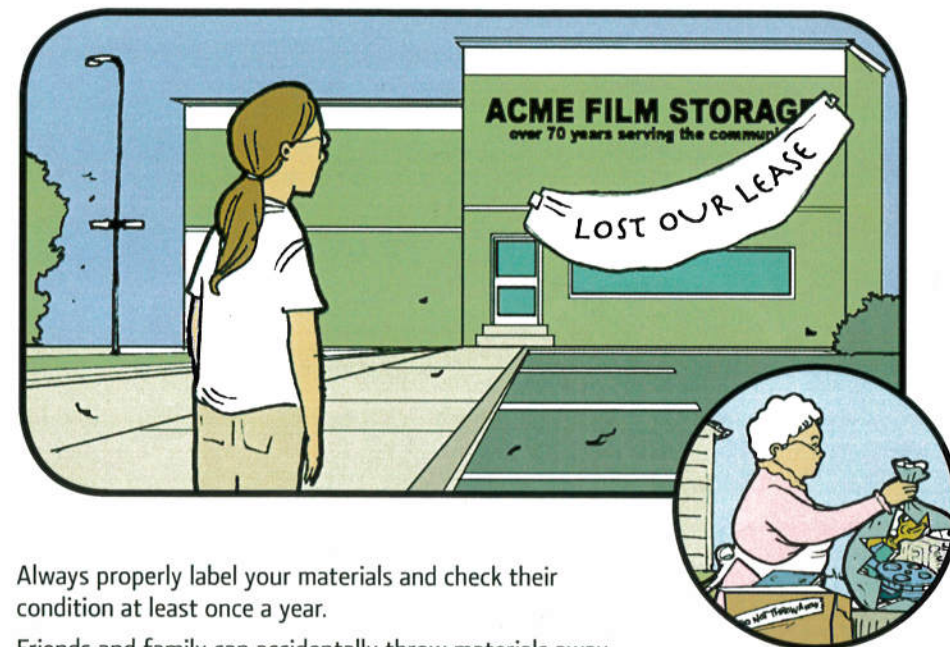
Do not store film
or tapes in a dirty
environment.



Do not store
tapes near
electromagnetic
devices like TVs.



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, SVHS, 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.