

# East Anglian Film Archive

## Access Policy

### Background

The East Anglian Film Archive is a regional film archive wholly owned by the University of East Anglia. Established in 1976, and part of the University since 1984, EAFA contains a collection of thousands of films and television programmes from 1896 to the present day, including unique collections from Anglia Television, BBC East, and the Institute of Amateur Cinematographers. The collection includes approximately 75,000 catalogue titles and 148,000 physical items in total in the vaults.

### Vision Statement

The East Anglian Film Archive will strive to be a sector leading moving image archive inspiring new and diverse audiences through technological innovation.

### Mission Statement

The East Anglian Film Archive is an accredited archive service that collects, preserves and makes accessible the moving image heritage of the East of England (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk) and complementary collections. We seek to connect with the most diverse audiences possible. We evolve our technological practices contributing to national and international standards.

### Audiences

EAFA is the regional film archive for the East of England. The East Anglian Film Archive is owned and managed (since 1984) by the University of East Anglia.

### Access to Services

We provide access to all.

We provide services for the following audiences and key sectors.

- University of East Anglia – we provide archive film to support teaching, research and enterprise. We also provide archive film for UEA Events, Admissions and all other areas of UEA in order to support engagement, recruitment and other UEA priorities.
- Researchers, academics and the public undertaking private research.
- Public, educational and cultural organisations
- Broadcasters and production companies
- Cinema and other exhibitors
- Local history and community organisations
- Heritage and cultural organisations including museums, festivals.

- EAFA is committed to making moving image material accessible to 16- 30 year olds through supported projects.

#### Access to Moving Image Material including Special Collections

EAFA's purpose in preserving a moving image archive is to bring together a collection of moving image material and special collections, whilst ensuring their long-term preservation and to make them as widely accessible as possible.

EAFA believes that all material is, or can be made, accessible for any lawful and appropriate purpose.

EAFA will explore the access potential of developing technologies and will licence use on a range of platforms to provide new access opportunities.

EAFA will take every opportunity to work with UEA and partners such as the British Film Institute in order to develop and increase its audiences.

EAFA will maximise access to films by ensuring that copyright clearance is carried out before moving image material is accessioned into the collection.

EAFA will continue to build good working relationships with large depositors such as the BBC, ITV Anglia, Institute of Amateur Cinematographers (IAC) to ensure that copyright for these collections can be cleared as efficiently as possible.

#### Access to Information

EAFA's website includes a database of digitised films and catalogue records. It is EAFA's aim to continue to add catalogue entries and digitised film in order to improve access further.

Where possible improvements will be made in line with international cataloguing standards.

#### Limitations to Access

No item in EAFA's care will be used in any way if it is deemed that such use will endanger the long-term preservation of the item in question.

Whereas every effort will be made to make all material accessible, its physical nature may in some cases limit access.

Although EAFA will endeavour to negotiate the widest possible use of deposited material there may be historic access limitations imposed by the depositor or the rights owner.

Any required copyright clearances must be achieved or indemnities agreed prior to the use of material in the collection.

Licensing and use of moving image material may be restricted or refused if there are sensitivities surrounding the filmmaker or someone within a film.

EAFA reserves the right to edit a copy of a film before use should the film contain something of a confidential or sensitive nature. In this instance EAFA would continue to preserve the original master film.

#### Methods of Access

EAFA aims to ensure that there is access to its moving image archive and aims through externally funded projects to increase the number of digitised and catalogued films.

Current methods of accessing the collection include:

- Online via archive websites
- Free access by appointment at the Archive Centre.
- Screenings by partner organisations and venues

- Digital platforms used for engagement and access.

#### Charges for Access

EFAFA charges to provide and licence its moving image material. The archive has a rate card setting out costs. Any revenue generated from technical or licensing work covers costs and helps to offset the archive's overheads including storage of films in state of the art vaults. Access to films on eafa.org.uk are not charged for but if the films are required for another use EFAFA will charge according to its rate card for licensing and technical work.

#### Cultural Diversity, Equal Opportunity and Social Inclusion.

EFAFA seeks to enhance the cultural diversity of its collection and promote access and engagement to a range of users and publics. This includes supporting physical access to the collection for users with disabilities and ensuring that resources are available online. EFAFA's new front end/ website will be compliant with web standards such as W3C which support users with disabilities and improve the accessibility of websites. The Archive Centre is fully accessible to all and has a free car park and lift to the East Anglian Film Archive. There is a disabled toilet at the archive.

#### Relationships with Other Bodies

EFAFA will work with partners as widely as possible to ensure that moving image material is digitised, catalogued, used in engagement work, teaching and research.

#### Review of Access Policy and Related EFAFA Documents

This statement of Access policy replaces all previous statements, and will be reviewed every 5 years.

This document forms part of EFAFA Collections management policy. Other policies include Acquisition and Disposal, Documentation and Collections Care & Preservation.

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