

East Anglian Film Archive

Access Policy

Background

The East Anglian Film Archive (EAFA) 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 more than 150,000 physical items in total in the vaults.

Special collections

The East Anglian Film Archive holds a small collection of paper archives which directly relate to moving image material and film ephemera.

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.

Legislation

The East Anglian Film Archive's information and collections are subject to the following legislation:

- General Data Protection Regulation (GDPR), as supplemented by the Data Protection Act 2018
- Freedom of Information Act, 2000
- Copyright, Designs and Patents Act, 1988, as amended

Access to Services

EAFA provides access to all.

Audiences

EAFAs provides access to all. However, there are key audiences we provide access and services to including the following:

- University of East Anglia – we provide archive film to support teaching, research and engagement. 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.
- EAFAs is committed to making moving image material accessible to 16- 30 year olds through supported projects.
- EAFAs is committed to ensuring that diverse collections it holds are accessible.

Access to Moving Image Material including Special Collections

EAFAs 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. EAFAs believes that all material is, or can be made, accessible for any lawful and appropriate purpose. EAFAs will explore the access potential of developing technologies and will licence use on a range of platforms to provide new access opportunities. EAFAs will take every opportunity to work with UEA and partners such as the British Film Institute in order to develop and increase its audiences.

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

EAFAs website includes searchable films with accompanying catalogue records. It is EAFAs aim to continue to add catalogue entries and digitised film in order to improve access further.

Methods of Access

Current methods of accessing the collection include:

- Online access – EAFAs provides access via the EAFAs website, the BFI Player & BFI Replay websites.
- Free access by appointment at the Archive Centre. A search room is available to view paper collections.
- Free film screenings at the Archive Centre
- Screenings by partner organisations and venues
- Digital platforms used for engagement and access.

- Enquiry service – EAFA provides a free basic enquiry service by phone, by email and by appointment at the Archive Centre. Detailed or sizeable enquiry research time is charged for.

EAFA is committed to providing a free basic level of free access for researcher or personal viewing however the archive licence moving image material to third parties for a range of uses. The archive has a rate card setting out costs. Revenue generated from technical or licensing work covers costs and helps to offset the archive's overheads including storage of films in purpose built vaults.

Limitations to Access and Use

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.

Although 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.

Cultural Diversity, Equal Opportunity and Social Inclusion.

EAFA seeks to enhance the cultural diversity of its collection and promote access and engagement to the widest possible range of users. This includes supporting physical access to the collection for users with disabilities and ensuring that resources are available online. EAFA's website is compliant with web standards such as WCAG 2.0 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 Where possible we will aim to add subtitles to films. All staff have received diversity training.

Relationships with Other Bodies

EAFA will work with partners as widely as possible to ensure that moving image material is digitised, catalogued, used in engagement work, teaching and research and build opportunities to reach wider audiences.

Review of Access Policy and Related EAFA Documents

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

This document forms part of EAFA Collections management policy. Other policies include Acquisition and Disposal, Collection Information, Collections Care & Preservation.

July 2024

