INSTRUCTIONS FOR DELIVERY TO THE IFI IRISH FILM ARCHIVE

Please announce your delivery to the archive by emailing amahler@irishfilm.ie for AV materials and fmeehan@irishfilm.ie for supporting materials. Please note these instructions are subject to change. Most recent instructions can be downloaded here: http://www.ifi.ie/archive

File names must be unique and human-readable and should contain the title of the production e.g. (MyLeftFoot_FTR_wav_uuid_.mxf). Any other related files should represent the same title (MyLeftFoot_FTR) with different file extensions (MyLeftFoot_FTR_cpl_uuid.xml). For guidance on file naming structures please see: http://digitalcinemanamingconvention.com
In productions that contain several programmes or episodes, each episode/programme should be considered as an individual entity or title and should have individual deliverables.
Please note: The IFI Irish Film Archive will not archive Trailers or EPKs. Any materials that are delivered outside the required terms of agreement will not be held and either returned at your cost or destroyed.

AV Materials should be delivered to:
Anja Mahler, Digital Collections Officer, IFI Irish Film Archive, 6 Eustace Street, Dublin 2.
Supporting Materials should be delivered to:
Felix Meehan, Special Collections Manager, IFI Irish Film Archive, 6 Eustace Street, Dublin 2.
FTP deliveries are not possible

AV MATERIALS

We have endeavoured to minimise the range of formats we accept in order to obtain best value for our depositors' investment, and to minimise costs and maximise options for migration and future upgrade possibilities.

Our preference is to store digital materials uncompressed, as recommended by the Digital Cinema Initiatives (DCI) and the International Federation of Film Archives (FIAF). This is because compression may compromise quality, make files more vulnerable to degradation and loss, and limit options for re-use. However, some born-digital materials may be acquired in a compressed format such as the AS-11 specification for broadcast material and, where original uncompressed material isn't available, Digital Cinema Packages (DCP) for cinema. In these cases these compressed materials may best be preserved as they are.

IFI Irish Film Archive will require delivery of the following items for Cinema *OR* Broadcast, as applicable. All costs associated with delivery including the costs of the carrier must be borne by the depositor.

Cinema
Where available we require one Digital Cinema Master Package (DCDM) *OR* one 35mm showprint *PLUS* one unencrypted (!) Digital Cinema Package (DCP).
DCPs and DCDMs should be to the standard as specified by the Digitial Cinema Initiatives (DCI).
http://www.dcimovies.com/specification/index.html
Where a DCDM or a 35mm showprint is not available we will accept one unencrypted Digital Cinema Package (DCP)

DCDM Technical Specifications :

For DCDM technical specification please follow most recent instruction published by the DCI.
http://www.dcimovies.com/specification/index.html

DCP Technical Specifications :

For DCP technical specification please follow most recent instruction published by the DCI.
http://www.dcimovies.com/specification/index.html
Encrypted DCPs will NOT be accepted.
If there are subtitled versions of the film they must be included in the delivered DCP. Supplemental DCPs will not be accepted.

Carriers
AV digital material should be supplied on either LTO tapes or portable hard-drives /flash drives. Portable hard-drives should be NTFS or EXT2/ EXT3 formatted with USB or Firewire connectivity. LTO delivery should be on LTO5 or LTO6 data tape using LTFS file system 2.0 or above. Carriers will not be returned.

Analogue Cinema Specifications:
35mm showprint on polyester stock and in pristine condition (i.e. never been projected, free from abrasions, dirt and other imperfections, and leader uncut at head and tail). If a showprint is unavailable, we will accept a combined-optical 35mm release print in pristine condition.

Broadcast
Please submit one video file and DPP Metadata XML Side car.
File specification as outlined in the AS-11 specifications. For more information on AS-11 please see http://www.amwa.tv/downloads/specifications/AMWA_AS-11_11_2013-10-08.pdf
For DPP Metadata definitions see http://dpp-assets.s3.amazonaws.com/wp-content/uploads/2014/05/DPP-Metadata-Application-Information-Definitions-v1.0-Published.pdf

Technical Specifications

Standard Definition:
Wrapper: MXF
Video Bit Rate: 50Mb/s
Video Codec: D10
Video Codec Parameters: 4:2:2 P@ML
Audio Codec: <8 Channels WAV/AES3 (e.g. 1+2=L&R Mix / 3+4=M&E where available)

High Definition:
Wrapper: MXF
Video Bit Rate: 100 Mb/s
Video Codec: AVC Intra
Video Codec Parameters: High Level 4:2:2 at level 4.1
Audio Codec: PCM pairs, AC-3, or Dolby E

DPP Metadata XML Side car
Please download application here: http://www.digitalproductionpartnership.co.uk/what-we-do/metadata-application-2/

SUPPORTING MATERIALS
Please deliver supporting materials on CD-Rom or USB carriers (NTFS formatted) in the format and specifications as defined below.

Mandatory
Biographies
Definition: Biographical information for key cast/crew members and production company. Please include information such as name, career history, nationality and education. Please DO NOT include CVs or personal information such as home addresses, telephone numbers and email addresses.
Extent: up to 1000 words per person/institution
Format: MS Word document
File name: Title of Film_Biographies

Synopsis
Definition: Submit one document for each title (film/programme/episode) that you deliver. The document must contain logline and brief synopsis and can contain a long synopsis. Language used should be clear, accurate, non-technical and impartial; analysis and criticism should be avoided, as should idiosyncrasies in the prose style.
Extent: Log line – up to 30 words; Brief synopsis – up to 125 words; Long synopsis – up to 300 words
Format: MS Word Document
File Name: Title of Film/Programme/Episode_Synopsis

Full Credits
Definition: Submit one document for each individual title you are delivering. Include the full credits as shown on screen. Avoid using tabular formatting, spaces and tables to format the information. Please

do not include instructional information e.g. “change card”. The following is an example of how a credit should be formatted: *Director: Lenny Abrahamson*
Producer: Ed Guiney

Extent: N/A
Format: MS Word Doc
Filename: Title of Film/Programme/Episode_Credits

Stills *
Define: Stills taken from the film or television programme.
Extent: Minimum of 5 individual images, maximum of 10 individual images
Format/ Resolution: Tiff (uncompressed for preservation purposes) 600ppi and duplicated in JPEG (for access purposes) 300ppi
Dimensions (in pixels): 5400x7200
File name: Title of Film/Programme/Episode_ Still_001

Captions for stills
You are required to submit a MS Word document containing captions for each image deposited. Where applicable, captions should describe the scene depicted; give the name(s) of the character(s) and actor(s)/individuals depicted, and the location.

Optional
Scripts
Definition: The final script.
Extent: N/A
Format: PDF or MS Word Document
File name: Title of Film/Programme/Episode_Script

Press Release
Definition: Information created for the marketing of the production.
Extent: N/A
Format: PDF or MS Word Document
File name: Title of Film/Programme/Episode_ Press release

Image -Production Documentation *
Definition: Photographs documenting the production of the Film or TV programme.
Extent: Maximum 5
Format/ Resolution: Tiff (Uncompressed) 600ppi duplicated in JPEG 300ppi
Dimensions (in pixels): max. 5400x7200
File name: Title of Film/Programme/Episode_ Image_001

Poster *
Definition: Poster used to advertise the production
Extent: 1
Format/ Resolution: PDF or JPEG (300dpi)
File name: Title of Film/Programme/Episode_ poster

Hardcopy Posters*
Definition: Poster used to advertise the production
Extent: 3

**We ask that you produce and deliver images to allow us to archive to the highest possible quality taking into consideration specifications of the original format. If you cannot produce images to the specifications outlined above, please contact* fmeehan@irishfilm.ie*. We recommend that you avoid increasing the resolution of an image as this introduces artifacting.*