

## **INSTRUCTIONS FOR DELIVERY TO THE IFI IRISH FILM ARCHIVE**

Please announce your delivery to the archive stating clearly the agreement that the delivery is pursuant to by emailing [amahler@irishfilm.ie](mailto:amahler@irishfilm.ie) for AV materials and [fmeehan@irishfilm.ie](mailto: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>

AV Materials should be delivered to:

*Anja Mahler, Digital Collections Management 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.

Please ensure that you follow the format specifications and file naming conventions as detailed in the respective sections below.

Please be aware that any materials delivered other than the listed qualities and quantities outlined below will not be preserved by the IFI Irish Film Archive.

### **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 (FIAP). 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.

### **AV MATERIALS–CINEMA**

Where available we require one Digital Cinema Master Package (DCDM) OR one 35mm show print PLUS one unencrypted Digital Cinema Package (DCP).

DCPs and DCDMs should be to the standard as specified by the Digital Cinema Initiatives (DCI).  
<http://www.dcmovies.com/specification/index.html>

Where a DCDM or a 35mm show print 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.dcmovies.com/specification/index.html>

#### **DCP Technical Specifications:**

For DCP technical specification please follow most recent instruction published by the DCI.  
<http://www.dcmovies.com/specification/index.html>

For guidance on file naming structures please see: <http://digitalcinemanamingconvention.com>  
Encrypted DCPs will NOT be accepted.

If there are subtitled versions of the film they must be submitted in the original version DCP. Subtitles in the form of version files will not be accepted. For more guidance on this, please contact the IFI Irish Film Archive.

### **Analogue Cinema Specifications:**

35mm show print 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 show print is unavailable, we will accept a combined-optical 35mm release print in pristine condition.

### **AV MATERIALS–BROADCAST**

Please submit one video file and DPP Metadata XML Side car.

File specification as outlined in the AS11 UK DPP specifications. For more information on AS-11 please see: [https://dpp-assets.s3.amazonaws.com/wp-content/uploads/2017/12/ProgrammeDeliverySpecificationFile\\_DPPGeneric.pdf](https://dpp-assets.s3.amazonaws.com/wp-content/uploads/2017/12/ProgrammeDeliverySpecificationFile_DPPGeneric.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>

### **AS-11 UK DPP 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/>

### **AV MATERIALS–CARRIER SPECIFICATION**

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.

### **SUPPORTING MATERIALS**

Supporting materials are requested by the IFI Irish Film Archive as they provide essential context for the corresponding AV material. This context enables us to catalogue the AV material accurately so that it can be found and accessed by future generations. Certain supporting materials, such as the credits, synopses, and biographies of the main cast and crew, are absolutely necessary for cataloguing the AV material and are thus designated as a *Mandatory* requirement of the delivery.

We also endeavour to collect and preserve supporting materials which provide further context about the production as a whole. Thus stills (and their related captions) are also designated as a *Mandatory* requirement of the delivery, while other contextual materials such as scripts, posters, production stills and press releases are designated as *Optional* requirements.

As with the AV delivery, we have endeavoured to minimise the range of formats we accept, therefore we request that the text-based elements of the supporting materials delivery are delivered as MS Word documents.

As with the AV materials, our preference is to store digital materials uncompressed, thus we request that stills are delivered in uncompressed TIFF format and at the highest resolution possible. 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 below, please contact [fmeehan@irishfilm.ie](mailto:fmeehan@irishfilm.ie). We recommend that you avoid increasing the resolution of an image in post-production as this introduces artifacting.

For purposes of digital preservation, it is essential that file names do not include special characters and fadas.

## **SUPPORTING MATERIALS–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 data 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

Resolution/Format: High resolution TIFF (uncompressed for preservation purposes)

PPI/DPI: 300 minimum

File name: Title of Film/Programme/Episode\_Still\_001 (Please do not include image captions in file names)

### **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.

## **SUPPORTING MATERIALS–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

**Images: Production Documentation**

Definition: Photographs documenting the production of the Film or TV programme.

Extent: Maximum 5

Resolution/Format: High resolution TIFF (uncompressed for preservation purposes)

PPI/DPI: 300 minimum

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

**SUPPORTING MATERIALS–CARRIER SPECIFICATION**

Please deliver supporting materials on CD-Rom or USB carriers (NTFS formatted) in the format and specifications as defined above. Delivery via cloud-based file transfer services such as Dropbox and WeTransfer to [fmeehan@irishfilm.ie](mailto:fmeehan@irishfilm.ie) shall also be accepted.