



## INSTRUCTIONS FOR DELIVERY TO THE IFI IRISH FILM ARCHIVE

January 2021

Under Screen Ireland, Broadcasting Authority of Ireland and Arts Council contracts.

**These instructions are updated regularly. Please make sure you are reading the most recent instructions which can be downloaded here:**

**<http://www.ifi.ie/archive-contract-deliveries>**

## DELIVERY

Please announce your delivery to the IFI Irish Film Archive in advance by emailing [digitaldeliveries@irishfilm.ie](mailto:digitaldeliveries@irishfilm.ie). In your email state clearly:

- the expected date and method of delivery
- the funding agreement that the delivery is pursuant to
- the materials that are to be submitted
- the name and contact details of the individual to whom we should direct further communication to.

**AV Materials should be delivered to:**

*Digital Collections Assistant, IFI Irish Film Archive, 6 Eustace Street, Dublin 2.*

[digitaldeliveries@irishfilm.ie](mailto:digitaldeliveries@irishfilm.ie)

**Supporting Materials should be delivered to:**

*Digital Collections Assistant, IFI Irish Film Archive, 6 Eustace Street, Dublin 2.*  
[digitaldeliveries@irishfilm.ie](mailto:digitaldeliveries@irishfilm.ie)

## CONFIRMATION OF RECEIPT

You will receive an email from the IFI Irish Film Archive acknowledging receipt of the materials. Your materials will not be considered to have been delivered until you have received this email receipt.

## METHOD OF DELIVERY

### **AV MATERIALS—CARRIER SPECIFICATION**

AV digital material should be supplied on hard-drives /flash drives.

Portable hard-drives should be Mac or NTFS formatted with USB-3, Firewire or Thunderbolt 2 connectivity.

Please do not submit DCPs on CRU drives.

LTO delivery is not recommended but if you do wish to do so, it should be on LTO5 or LTO6 data tape using LTFS file system 2.0 or above.

Carriers will not be returned.

### **SUPPORTING MATERIALS—CARRIER SPECIFICATION**

Please deliver supporting materials on USB-2 or USB-3 carriers (NTFS formatted). Delivery via Dropbox, WeTransfer or other digital transfer platforms to is also accepted for supporting materials.

## APPROVAL/REJECTION

There will be a 6-week turnaround for either approval or rejection once IFI Irish Film Archive. Have confirmed receipt of your materials. The 6-week period begins from the date that the Archive sends out an email acknowledging receipt of the delivery.

During this 6-week period the IFI Irish Film Archive will Quality Check (QC) the submitted material to ensure it meets all technical specifications outlined below and all content requirements specified in your funding agreement.

## REJECTION

If your submitted material is rejected, we will inform you by email detailing the reason/s for rejection. Replacement materials will be requested. The 6-week time frame will begin again once the Archive has emailed to confirm receipt of the replacement materials.

## APPROVAL

IFI Irish Film Archive will notify you by email once your materials have been approved. At this time the Archive will also notify the funding body with whom you have contracted and, on whose behalf,, you have agreed to deliver this material to the IFI Irish Film Archive for preservation.

AV Materials and Supporting Materials will be approved separately.

## AV MATERIALS

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.

For purposes of digital preservation, it is essential that filenames do not include special characters. Please exclude fadas, accents, spaces and the following illegal characters in all AV file-names:

" # % & ' \* + / : ? @ \ < > |

Please be aware that any materials delivered surplus to listed qualities and quantities outlined below will not be preserved by the IFI Irish Film Archive and will be deleted without notice.

## AV MATERIALS—CINEMA REQUIREMENTS

### **MANDATORY: unencrypted DCP OV (Original Version)**

The IFI Irish Film Archive requires one unencrypted OV (Original Version) Digital Cinema Package (DCP) in all cases. Encrypted DCPs will be rejected. One OV DCP only will be preserved in the IFI Irish Film Archive. Surplus OV DCPs submitted will be deleted without notice.

## **DCP Technical Specifications:**

We accept both Interop and SMPTE DCPs

For DCP technical specification you must follow the most recent instruction published by the Digital Cinema Initiatives (DCI). <http://www.dcimovies.com/specification/index.html>

For guidance on file naming structures, you must follow the Digital Cinema Naming Convention (DCNC): <https://www.isdcf.com/site/dcnc/>

### **OPTIONAL: unencrypted DCP Version Files (VF)**

Version Files (VF) are not a requirement of delivery.

Should you choose to submit VFs please detail the type of VF you are submitting in your email announcing delivery of the OV DCP. We will accept VFs either as supplementary DCPs submitted at the same time as delivery of the OV DCP or within a DCP with multiple Content Play Lists (CPL).

Optional Acceptable Version Files:

- Open Caption (OCAP) subtitles in the English Language or the Irish Language
- Closed Caption (CCAP) subtitles in the English Language or the Irish Language
- Assisted Listening Track (HI) in the English Language or the Irish Language
- Audio Description Track (VI) in the English Language or the Irish Language

Version Files that will be rejected and deleted without notice:

- All subtitled files in any other language other than the English Language or the Irish Language
- All surplus or alternative audio mixes including 7.1 audio mix

DCPs containing multiple Content Play Lists (CPL) for Version Files (VF) outside our acceptable VF list will be rejected. You will receive an email from us detailing the reason for rejection and asked to resubmit a DCP without surplus CPL and VF.

Supplementary DCPs for VFs outside our acceptable VF list will not be preserved by the IFI Irish Film Archive and will be deleted without notice.

### **MANDATORY: DCDM**

The IFI Irish Film Archive requires one Digital Cinema Distribution Master (DCDM) in the case where Theatrical Distribution has been secured or planned at the time of delivery. One DCDM only will be preserved in the IFI Irish Film Archive. Surplus DCDMs submitted will be deleted without notice. The DCDM should be submitted in addition to the OV DCP.

In the case where Theatrical Distribution is not planned or secured at the time of delivery submission of a DCDM is optional.

**NB** \*The supervisor in charge of post-delivery for your AV materials **must** contact the IFI Irish Film Archive by emailing [digitaldeliveries@irishfilm.ie](mailto:digitaldeliveries@irishfilm.ie) prior to the creation and delivery of any DCDM to ensure the correct specifications are met and to avoid rejection.

### **DCDM Technical Specifications:**

We accept both 2K and 4K DCDMs

DCDMs should be to the standard as specified by the Digital Cinema Initiatives (DCI). Please follow the most recent instructions published by the DCI:

<http://www.dcimovies.com/specification/index.html>

Alternative or surplus audio mixes will not be accepted and will be deleted by IFI Irish Film Archive without notice.

### **OPTIONAL: 35mm Show Print**

We will accept a 35mm show print in place of or in addition to the mandatory DCDM. The show print should be submitted in addition to the OV DCP.

### **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

### **MANDATORY: AS11 UK DPP PACKAGE**

You must 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:**

We accept both AS11 UK DPP HD and AS11 UK DPP SD

Standard Definition:	High Definition:
Wrapper: MXF	Wrapper: MXF
Video Bit Rate: 50Mb/s	Video Bit Rate: 100 Mb/s
Video Codec: D10	Video Codec: AVC Intra
Video Codec Parameters: 4:2:2 P@ML	Video Codec Parameters: High Level 4:2:2 at level 4.1
Audio Codec: <8 Channels WAV/AES3 (e.g. 1+2=L&R Mix / 3+4=M&E where available)	Audio Codec: PCM pairs, AC-3, or Dolby E

### **DPP Metadata XML Side car**

The DPP Metadata Side Car is a requirement of the AS11 UK DPP standard. Please ensure that the MD5 checksum on the XML sidecar matches that of the submitted MXF. A mismatched checksum will result in an immediate rejection.

Please see this link for further information and some available options for creation of the XML side car from DPP member companies: <https://www.thedpp.com/filedelivery/as-11-metadata>

### **Mandatory: Subtitles, Broadcasting of Ireland**

English Language Hard of Hearing (HOH) subtitles must accompany all AV submissions pursuant to Broadcasting of Ireland contracts.

- Subtitles must be in the form of a sidecar in the EBU subtitling data exchange format (stl)
- SubRip Text (srt) sidecars will not be accepted and will result in a rejection.
- Subtitles burned-into the image of the MXF will not be accepted and will result in a rejection
- We accept subtitles in the English Language or Irish Language only. Any subtitles submitted in any other language will be deleted without notice.

### **Optional: Subtitles, Screen Ireland and Arts Council of Ireland**

Subtitles are not a requirement for AV submissions pursuant to Screen Ireland or Arts Council of Ireland contracts. They are an optional submission. Should you choose to submit:

- Subtitles must be in the form of a sidecar in the EBU subtitling data exchange format (stl)
- SubRip Text (srt) sidecars will not be accepted and will result in a rejection.
- Subtitles burned-into the image of the MXF will not be accepted and will result in a rejection.
- We accept subtitles in the English Language or Irish Language only. Any subtitles submitted in any other language will be deleted without notice.

## SUPPORTING MATERIALS

Supporting materials are requested by the IFI Irish Film Archive, as they provide essential context for the corresponding AV material, enabling us to catalogue it accurately so it can be found and accessed by future generations. Certain supporting materials are a *Mandatory* requirement of the delivery, as they are absolutely necessary for cataloguing the AV material, while other materials that provide further context about the production as a whole are *Optional*.

We request that stills are delivered as uncompressed TIFFs, at the highest resolution possible. If you cannot produce images to the specifications outlined below, please contact [digitaldeliveries@irishfilm.ie](mailto:digitaldeliveries@irishfilm.ie). Please do not increase the resolution of an image in post-production, as this introduces artifacting and results in a low -quality image.

For purposes of digital preservation, it is **essential** that file-names do not include special characters, including spaces.

Please exclude fadas, accents and the following illegal characters in all AV file-names:

" # % & ' \* + / : ? @ \ < > |

If the title of a film/programme/episode is more than one word, it is also acceptable to use an acronym for all filenames, e.g. THITG\_Biographies.

## **MANDATORY SUPPORTING MATERIALS**

### **Biographies**

Definition: Biographical information for key cast/crew members and production companies. Please include information such as name, career history, nationality, and education. Please **DO** **NOT** include CVs, Financial information or personal data such as home addresses, telephone numbers and email addresses.

Word count: up to 1000 words per person/institution

Quantity: **1 file in total**

Format: MS Word document

Filename: Title\_Biographies

### **Synopsis**



Definition: A logline and brief synopsis, and optionally 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.

Word count: Log line – up to 30 words; Brief synopsis – up to 125 words; Long synopsis – up to 300 words

Quantity: 1 file per film or episode

Format: MS Word document

Filename: Title\_Synopsis (or EpisodeTitle\_Synopsis)

### **Credits**

Definition: 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*

Quantity: 1 file per film or episode

Format: MS Word document

Filename: Title\_Credits (or EpisodeTitle\_Credits)

### **Stills**

Definition: Stills taken from the film or television programme

Quantity: Minimum of 5, maximum of 10 in total

Format: High resolution uncompressed TIFF. We will accept JPEGs if they are the original image format. **Please do not convert JPEGs to Tiffs** as we cannot preserve these.

DPI: 300 minimum (unless nothing else is available)

Filename: Title\_Still\_001

Please do not include image captions in file names

### **Captions**

**Definition: 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. **Images supplied without captions will be rejected as we cannot catalogue them.**

Quantity: 1 file in total

Format: MS Word document

Filename: Title\_Captions

### **OPTIONAL SUPPORTING MATERIALS**

#### **Scripts**

Definition: The final script.

Quantity: 1 file in total

Format: PDF or MS Word document

Filename: Title\_Script

#### **Press Release**

Definition: Information created for the marketing of the production.

Quantity: 1 file in total

Format: PDF or MS Word document

Filename: Title\_PressRelease

#### **Images: Production Documentation**

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

Quantity: Maximum 5 in total

Format: High resolution uncompressed TIFF format: We will accept JPEGs if they are the original image format. **Please do not convert JPEGs to Tiffs** as we cannot preserve these.

DPI: 300 minimum

Filename: Title\_Image\_001

**Images supplied without captions will be rejected as we cannot catalogue them.**

### **Digital Poster**

Definition: Poster used to advertise the production

Quantity: 1 file in total

Format: PDF or JPEG

DPI: 300 minimum

Filename: Title\_Poster

### **Hardcopy Posters**

Definition: Poster used to advertise the production

Quantity: 3 posters in total