INSTRUCTIONS FOR DELIVERY TO THE IFI ARCHIVE

May 2023

Under Screen Ireland and Arts Council contracts.

Instructions for Delivery under Coimisiún na Meán contracts can be found at the below link.

These instructions are updated regularly. Please make sure you are reading the most recent instructions which can be downloaded here: https://ifi.ie/archive-contract-deliveries

Delivery Instructions

Please announce your delivery to the Archive in advance by emailing digitaldeliveries@irishfilm.ie. In your email state clearly:

- The expected date and method of delivery
- Who your project has been funded by (Arts Council, Screen Ireland, Coimisiún na Meán)
- The materials to be submitted
- The name and contact details of the individual to whom we should direct further communication

NOTE: If funded by more than one funding body between Arts Council, Screen Ireland, and Coimisiún na Meán, you will need to deliver multiple times - once for each funding body. For example, a project funded by Screen Ireland and Coimisiún na Meán will need to be delivered twice. See *Coimisiún na Meán Instructions for Deliveries* document at https://ifi.ie/archive-contract-deliveries for Coimisiún na Meán specific requirements.

AV materials should be delivered to:

Digital Deliveries, IFI Irish Film Archive, 6 Eustace Street, Dublin 2. digitaldeliveries@irishfilm.ie

Supporting materials should be delivered to:

Librarian, IFI Irish Film Archive, 6 Eustace Street, Dublin 2. library@irishfilm.ie

METHOD OF DELIVERY

AV material can be delivered physically or digitally.

AV MATERIAL - PHYSICAL DELIVERY

Physical AV 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. LTO tapes are not accepted.

Please do not submit DCPs on CRU drives.

Carriers will not be returned. All costs associated with delivery including the costs of the carrier must be borne by the depositor.

AV MATERIAL - DIGITAL DELIVERY

State in your delivery announcement email that you wish to deliver your AV material digitally and supply the email address of the person who will be uploading. This email address will receive a link to our portal where the AV material can be uploaded.

If your material is over 1TB and can't be delivered in smaller batches, you must deliver physically.

SUPPORTING MATERIAL - DELIVERY SPECIFICATIONS

Please deliver supporting material on a USB to the IFI Irish Film Archive, or deliver via WeTransfer or Dropbox to library@irishfilm.ie

- Please deliver supporting material in one single folder *with no subfolders*.
- If the title of a film/programme/episode is more than one word, you can use an acronym, e.g. THITG_Biographies.docx
- Filenames must not contain spaces or any of the following characters:

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Please be aware that files that do not pass our quality assessments (based on the below specifications) will not be preserved by the IFI Irish Film Archive.

CONFIRMATION OF DELIVERY

You will receive two emails from the Archive, to acknowledge receipt of your AV and supporting materials, at time of delivery of each. Your materials will not be considered delivered until you have received this email.

QUALITY CONTROL

There will be a 6-week turnaround for either approval or rejection once the Archive has confirmed receipt of your materials. The 6-week period begins from the date that the Archive sends the confirmation of delivery email.

During this 6-week period the Archive will Quality Control (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

The 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.

Cinema (DCP/DCDM) Requirements

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.

For purposes of digital preservation, it is <u>essential</u> that filenames do not include special characters. Please exclude fadas, accents, spaces and the following characters in all AV filenames:

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MANDATORY: Unencrypted DCP OV

The IFI Irish Film Archive requires <u>one</u> unencrypted Original Version (OV) Digital Cinema Package (DCP) in all cases. Encrypted DCPs will be rejected. One OV DCP only will be preserved in the 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/

The Archive does not recommend burned in subtitles for the DCP, and instead recommends on/off subtitles. Burned in subtitles can cause issues with foreign distribution. If you must deliver a DCP with burned in subtitles, you will be asked to confirm your understanding that it may lead to issues with future foreign language distribution.

For **Arts Council** deliveries: English Language Hard of Hearing (HOH) subtitles and audio description should accompany your film.

OPTIONAL: Unencrypted DCP VF

Version Files (VF) are <u>not</u> a requirement of delivery.

Should you choose to submit VFs please detail the type of VF you are submitting in your delivery announcement email. 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 CPLs for VFs outside of 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 CPLs and VFs.

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

MANDATORY ONLY IF YOU WILL HAVE THEATRICAL DISTRIBUTION: 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 prior to the creation and delivery of any DCDM to ensure that 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

Surplus audio mixes will not be accepted and will be deleted without notice.

The Archive does not recommend burned in subtitles for the DCDM, and instead recommends a clean DCDM with subtitles in a separate folder. Burned in subtitles can cause issues with foreign distribution. If you must deliver a DCDM with burned in subtitles, you will be asked to confirm your understanding that it may lead to issues with future foreign language distribution.

Broadcast (AS11) Requirements

If funded by the Coimisiún na Meán, please see *Coimisiún na Meán Instructions for Deliveries* document at https://ifi.ie/archive-contract-deliveries for Coimisiún na Meán specific requirements for AS11 material.

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

For purposes of digital preservation, it is <u>essential</u> that filenames do not include special characters. Please exclude fadas, accents, spaces and the following characters in all AV filenames:

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MANDATORY: AS11 UK DPP PACKAGE

The AS11 UK DPP package consists of one video file and one DPP Metadata XML sidecar.

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

For more information on technical specifications for AS11 please see: https://amwa-tv.github.io/AS-11_UK_DPP_HD/AMWA_AS_11_UK_DPP_HD.html

DPP Metadata XML sidecar

The DPP Metadata XML sidecar 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 options for creating the XML side car: https://www.thedpp.com/as-11/tools

Subtitles

Subtitles are <u>not</u> a requirement for AV submissions pursuant to Screen Ireland.

If subtitles are submitted:

- 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. Subtitles submitted in any other language will be deleted without notice

Supporting Material Requirements

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.

- Please deliver supporting material in one single folder *with no subfolders* via WeTransfer or Dropbox to digitaldeliveries@irishfilm.ie and library@irishfilm.ie, or send a USB to the IFI Irish Film Archive.
- If the title of a film/programme/episode is more than one word, you can use an acronym, e.g. THITG_Biographies.docx
- Filenames must not contain spaces or any of the following characters:

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- Surplus files and files that do not pass our quality assessment (based on the below specifications) will not be preserved by the IFI Irish Film Archive.

MANDATORY SUPPORTING MATERIALS

Biographies

Biographical information for key cast/crew members and production companies. Please include information such as name, career history, nationality, or education. Please exclude CVs, personal contact information or financial information.

Word count: up to 1000 words per person/institution

Quantity: 1 file per production

Format: MS Word document

Filename example: Title_biographies.docx

Synopsis

A logline and brief synopsis, and optionally a long synopsis.

Word count: Log line – up to 30 words;

              Brief synopsis – up to 125 words;

              Long synopsis [optional] – up to 300 words.

Quantity: 1 file per episode/production

Format: MS Word document

Filename example: Title_synopsis.docx (or EpisodeTitle_synopsis.docx)

Credits

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 episode/production

Format: MS Word document

Filename example: Title_credits.docx (or EpisodeTitle_credits.docx)

Stills

Stills taken of the film or television programme.

Quantity: Minimum of 5, maximum of 10 per production

Format: Uncompressed TIFFs, at the highest resolution possible.

>\>> Please do not increase the resolution or file extension of an image in post-production, as this results in a lower-quality image. If you cannot produce images to these specifications, please contact library@irishfilm.ie.

DPI: 300 minimum (unless nothing else is available)

Filename example: Title_still_001.tiff

>\>> Please do not include image captions or rights information in filenames.

Captions

Captions for each image deposited. Describe the scene depicted; give the name(s) of the character(s) and actor(s)/individuals depicted, and the location.

Quantity: 1 file per production

Format: MS Word document

Filename example: Title_captions.docx

Script

The final script.

Quantity: 1 file per episode/production

Format: PDF or MS Word document

Filename example: Title_script.pdf

OPTIONAL SUPPORTING MATERIALS

Press Release

Information created for the marketing of the production.

Quantity: 1 file per production

Format: PDF or MS Word document

Filename example: Title_PressRelease.pdf

Behind-The-Scenes Images

Photographs documenting the production of the film or TV programme.

Quantity: Maximum 5 per production

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 this results in a lower-quality image.]

DPI: 300 minimum

Filename example: Title_image_001.tiff

Digital Poster

Poster used to advertise the production.

Quantity: 1 file per production

Format: PDF, TIFF, or JPG

DPI: 300 minimum

Filename example: Title_poster.pdf

Hardcopy Posters

Poster(s) used to advertise the production.

Quantity: Maximum 3 posters per production