

# MoMA FILM

## PRINT LOAN REQUEST

Please read "[Policies and Procedures for Borrowing Film Prints from The Museum of Modern Art.](#)" If your institution is in compliance with the requirements, please fill out the document below.

As an archive, our primary mission is preservation. We do not lend archive prints for exhibition if they are readily available from commercial sources or studio collections. Please email [filmloans@moma.org](mailto:filmloans@moma.org) first to make sure the title is in our collection and available for loan.

### Main Contact Information

Borrowing Institution: \_\_\_\_\_

Venue (If different from above): \_\_\_\_\_

Primary contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

URL / Website for borrowing institution: \_\_\_\_\_

FIAF membership status [circle one]:    Member                    Associate                    Non-Member

### Print Information

Films Requested:

Title	Director	Release Date	Format
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[Attach additional pages if necessary]

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Purpose of loan: \_\_\_\_\_

Exact date(s) the requested title(s) will screen: \_\_\_\_\_

Number of screening(s) [circle one]:     one                    two \_\_\_\_\_

## Date and Shipping Information

**Print(s) will arrive a minimum of 5 days prior to the first screening date, unless prior arrangements have been agreed upon. All borrowed materials must be shipped back to MoMA via FEDEX air within three days of the final screening date, unless prior arrangements have been agreed upon. We prefer no shipping to occur over a weekend.**

Primary contact for shipping arrangements: \_\_\_\_\_

Shipping address: \_\_\_\_\_

Address line 2: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone: \_\_\_\_\_

FedEx account number: \_\_\_\_\_

**The return address is:**

**The Museum of Modern Art  
Film Preservation Center  
257B Sawmill Road  
Hamlin, PA 18427 USA  
Tel: 570-689-2120  
ATTN: James Layton  
filmloans@moma.org**

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## Billing Contact Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**By submitting this loan request to The Museum of Modern Art, the Borrowing Institution agrees to all guidelines and requirements listed on the supplied "Policies and Procedures for Borrowing Film Prints from The Museum of Modern Art" document.** Your signature below indicates that you are an authorized agent for this institution, and that the information provided in this report is complete and valid.

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Signature	Name [print]	Title	Date
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**All calendar listings, advertisements and printed programs must include the following credits unless other arrangements have been made: "Print courtesy The Museum of Modern Art, New York"**

**Please note that all ingested DCPs must be deleted from cinema servers within 24 hours of final screening.**

**Please submit the completed request form to [filmloans@moma.org](mailto:filmloans@moma.org). If you have any further questions or concerns, please call Katie Trainor at 212-333-1130.**

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### Internal Use Only

Request rec'd:

Curator approved: