

# Master Colour Film Deposit Agreement

## An Agreement between

Nova Scotia Archives  
6016 University Avenue  
Halifax, Nova Scotia, B3H 1W4  
(hereinafter referred to as "NSA")

OF THE FIRST PART

and

(hereinafter referred to as "the Archives")

OF THE SECOND PART

**Whereas** the NSA agrees to accept master colour film for preservation in the Nova Scotia Film Preservation Cold Vault (hereinafter referred to as the "cold vault") from Institutional Members of the Council of Nova Scotia Archives (hereinafter CNSA)

**And whereas** the NSA and the Archives (hereinafter referred to as "the Parties") have reached an agreement with respect to the terms and conditions under which the NSA will provide these services

The Parties agree as follows:

Deposit:

- Storage space for master colour film will be offered by the NSA free of charge to Institutional Members of the CNSA.
- Only master colour film on a polyester or acetate base will be accepted for deposit. Film may be colour still or sheet film or colour moving picture film.
- Nitrate based film, glass plate negatives, black and white film, video, CD or DVD will not be accepted for deposit.
- All film will be tested for vinegar syndrome prior to deposit. A list of the test results is included with this agreement as Appendix A.
- Only master colour film with an A-D reading of one or less will be accepted for deposit.
- All units (boxes, cans, etc.) of film must be listed and each unit must have a unique identifier comprised of the institution name and the package number or letter. Additional information may be included at the discretion of the depositing archives.

- Film cans shall be of rust-free metal or inert polypropylene.
- Photographic sheet film and transparencies shall be wrapped in neutral pH, unbuffered paper or placed in neutral pH, non-buffered envelopes, folders or boxes and placed within a double freezer weight Ziplock™ bag.
- The depositing archive will supply a list of the film in each deposit including corresponding identifier(s). A copy of this list is attached as Appendix B.
- The depositing archive is responsible for all costs incurred by preparing the film for deposit, testing film for vinegar syndrome and transporting the film to the Public Archives of Nova Scotia site of THE NSA.

Ownership, Custody and Control:

- Ownership of the film will remain with the depositing archives.
- Custody and control of the deposited film will rest with the NSA.

Retrieval of Film:

- Deposited film may be retrieved by arrangement with [Rosemary Barbour](#), [Barry Smith](#), or the CNSA's [Archives Advisor](#). Two business days' notice is required for retrieval of stored film.
- Only units (can, bag) of film will be retrieved.
- A retrieval fee and re-shelving fee of \$10.00 will be charged. These fees will be payable to the Public Archives of Nova Scotia.

Indemnity:

- The CNSA and the depositing Archives shall indemnify and hold harmless THE NSA from and against all losses, damages and expenses they might suffer from the storage of master colour film in the Nova Scotia Film Preservation Cold Vault.

**In witness whereof**, the Parties have executed this Agreement.

\_\_\_\_\_  
Provincial Archivist

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Archives

\_\_\_\_\_  
Date



