

## A “Living Will” for Home Movie Collections

*Complete this form and make three copies: One for your personal files, one to store with the movies themselves, and one to send to a colleague, friend, or relative you trust to act on your behalf.*

- List here everything you might know or remember about your collection. Take as much space as you need for those details. Even if you’re not 100% certain about something, write it down here—that information could be helpful to others in confirming dates, identifying people, places, or events shown, or deciphering hard-to-read labels. Attach extra sheets if you need to.
- If possible, take pictures of your collection and include them with this document, either as printouts or as digital files on a USB drive. Close-ups of details like can labels or writing on the outside of boxes are especially helpful. Clear, well-lit images of the actual reels of films outside of the cans/boxes can help track changes in condition. Include something in the images to provide scale (a ruler is great; coin, pen or pencil will do, too.)
- It’s OK if you don’t know technical information such as film or video formats. Just describe what you have if you’re not sure. A description like “9 small yellow boxes (1 empty), 4 medium yellow boxes, 2 larger round brown metal cans, one larger metal reel with no can, one small blue USB drive with digital copies, 2 pages of notes” will help a lot to identify your collection, distinguish it from others, and confirm that it’s all there if someone else is caring for it.

Your name:

Address:

Phone:

Email:

Date:

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Please designate a friend or family member to take care of your films if, for any reason, you are unable to care for them yourself; send them a copy of this document.

Name:

Address:

Phone:

Email:

Their relationship to you:



**Describe and document your home movie collection.**

How many pieces (reels, boxes, cans, tapes, etc.) do you have, total? \_\_\_\_\_

*Many home movie collections contain a mix of formats. Indicate the quantity for each format, if known.*

Film:

\_\_\_ Regular 8mm \_\_\_ Super 8mm \_\_\_ 9.5mm \_\_\_ 16mm \_\_\_ 28mm \_\_\_ Other

Video:

\_\_\_ VHS \_\_\_ Hi-8 \_\_\_ DVD \_\_\_ DVCAM \_\_\_ MiniDV \_\_\_ Hard drive \_\_\_ Other

**What do you know about how these movies were made?**

*Where and when were they made? What kind of equipment was used? Are there dates, places, or people's names written on the boxes or can labels?*

**What do you know about the people who made them and appear in them?**

*Who shot these movies? Whose names appear on boxes/labels, who appears in the movies, and what is their relationship to the filmmaker and to you?*

**What do you know about their history?**

*Do you or other members of your family remember these movies being shot? Do they remember watching them? What do you/they remember about the people, places, and events shown on screen? How did these movies come to you?*

**What would you like to happen to these movies in the future?**

*Check all the options you're comfortable with, so loved ones know your wishes.*

\_\_\_ Keep them in the family if possible

\_\_\_ Donate them to an archive, historical society, or other institution where they can be made accessible for research and viewing by others

\_\_\_ Other (please describe)



**If you selected “Donate to an archive” above, please indicate your preferences regarding transfer of copyright and future use of the material.**

*As part of an archive, library, or museum collection, movies documenting your personal or family history can serve as a primary source for researchers and contribute to a richer historical record. Transferring copyright to a repository along with the physical copies of your home movies is an important step. It helps ensure that the collection will be open to researchers, historians, filmmakers, etc.*

- Donate materials with full copyright; no restrictions
- Donate materials with full copyright; restrictions/preferences noted below
- Copyright should be retained and administered by family/estate executor

Rights administrator (if different from person designated to care for films):

Name:

Address:

Phone:

Email:

**Indicate any rights restrictions/preferences for future use of your material.**

*Assignment of copyright to a repository includes the right to provide free online access to digital versions, show your movies in exhibits or special programming, provide copies to interested parties, and license footage for commercial use. Revenues from footage licensing can help to offset the significant costs associated with storage, cataloging, preservation and digitization.*

- It’s OK for an archive or other repository that receives my movies to use them in any way that they feel is appropriate.
- I would prefer that my movies NOT be used in certain ways:
- No exhibition or public screening; allow on-site research access only
- No licensing or reuse
- Non-commercial licensing only (limited to documentaries, public broadcasting, educational, or artistic use; no use in ads or feature films)
- Limit online access to movies in my collection:
- Text descriptions OK    Still images OK    Short clips OK

