

Library and Archives Canada (“LAC”) Delivery Requirements for Feature Films

4 October 2022

Producers are required to submit certain delivery requirements to Library and Archives Canada (LAC). Proof of acceptance of these requirements by LAC is required by Telefilm as a condition of payment in the Telefilm production financing agreement. The list of LAC requirements is identified in the General Terms of the Telefilm Agreement. As of October 4, 2022, they are:

- i. **one unencrypted Digital Cinema Package (DCP)** (compliant to SMPTE 429 or Interop guidelines), delivered to LAC using one of the following two options:
 - a) **Digital delivery:** Digital transfer via secure File Transfer Protocol. Contact LAC at telefilmcanada-telefilmcanada@bac-lac.gc.ca for information and instructions about this option.

OR

 - b) **Physical delivery:** On an external, ruggedized hard drive that supports USB 3.0 interface standards.
 - hard drives should be formatted NTFS or Linux EXT2/3 with the formatting clearly labelled;
 - if the production shoots on film but moves to DCP, please submit a DCP;
- ii. a list of the **names and addresses of all rights holders** along with a **full list of credits** for the Production. These can be sent by email to telefilmcanada-telefilmcanada@bac-lac.gc.ca.

For Producers with a Telefilm Agreement that includes a different list of LAC deliverables (e.g. also requiring a DVD or Blu-ray copy), no approval is required by LAC or Telefilm to deliver the updated set of requirements instead of the contracted set.

Producers are also required to ensure that a preservation copy (original and/or a master copy) of the Production will be maintained in appropriate storage conditions.

Note that **LAC’s delivery address for Telefilm funded films has been updated** and is now:

Telefilm Archivist
Library and Archives Canada
550 de la Cité Boulevard
Gatineau, QC J8T 0A7

Please refer to the General Terms of the Telefilm Agreement for more information.