



Guidelines for submission

Please note that we can help you to complete the paperwork you need to submit your film to us – so please get in touch if you have any questions.

1. All submissions should be one minute in duration.
2. Films can be created on any device – DSLR / video camera / tablet / mobile phone. Films can be edited on any editing software.
3. There is no minimum age to submit a film; the upper age limit is 19 years in 2018 (this means date of birth of film-maker must be from 1 January 1999 onwards). Anyone under the age of 16 must also include parental / guardian consent in the submission form.
4. Films can be submitted by individuals, groups, youth clubs, school classes and families.
5. Any theme can be chosen as inspiration for '**What Scotland Means to Me**' in the Year of Young People 2018. Any genre can be chosen for your one minute film – drama / documentary / comedy / musical and you can use any language in your film. Please note we may ask you for an English translation of your audio.
6. Films must be accompanied with a completed submission form. All participants need to complete a contributor's release form to consent to take part in the film. Where additional paperwork is required regarding copyright or music, this will be indicated. Films will not be accepted with incomplete paperwork – if you have any questions about the forms please get in touch and we will help you.
7. **Music clearance** – Please note that our advice is to make your own music for your one-minute film or use a sound clip provided by Scotland's Sounds archive – these can be downloaded for use from <http://syff.scot/scotland/>. If other music is used in the film, you need to sign a declaration that you own the rights to the music. This declaration is contained within the submission form. You will have to evidence details in the music cue sheet and send the music licence agreement or composer's agreement for each piece of music that you have included. If you don't have the correct paperwork for your music, please do not include it, as your film will not be accepted. 'Copyright free' can be accepted, but you will need to still provide the information of the composer and where you sourced it from.
8. **Archive clearance** – You can include clips or archive footage of your work in your film as long as you own the rights to the material – if you have included any clips in your submission you will be asked to sign a declaration that you are the copyright owner. This declaration is contained within the submission form.
9. **Copyright** – Under the agreement you assign the copyright of your material to the National Library of Scotland Moving Image Archive, granting non-exclusive and unlimited rights to use your submitted material including the right to use it in whole or part in all media.

Please refer to the terms and conditions carefully on the contributor's release form before signing it - this details what you are agreeing to and confirms that no payment or expenses will be paid.

10. The aim is for the submitted film to be of the best quality. The maximum file size we can accept is 2GB. Please make sure when you upload or email your film that it is no larger than 2GB.

WeTransfer will let you email a file under 2GB free of charge.

Please get in touch if you need any technical help with mastering your film as this may vary depending on the options available on your device/ editing software.

11. Please make sure films are submitted as .mov or .mp4 video files.

12. The National Library of Scotland Moving Image Archive cannot be held responsible for any false declarations. The person named on the submission form will take responsibility for the information.

13. All successful submissions will be made available to watch at the National Library of Scotland Moving Image Archive in Kelvin Hall, Glasgow.

14. All award winning films submitted will be taken into the National Library of Scotland Moving Image Archive Collection to be preserved for the nation.

15. Entry is at your own expense. There is no fee and no expenses will be paid.

16. The film submission deadline date is **Monday 1 October 2018**. Submissions are welcome at any time before the deadline date.

17. Privacy information – The personal data you give on the submission form will be used for the purposes described in these guidelines. Our legal basis for processing your data is that it is necessary for the contract you enter into with us when you sign the agreement. Your rights as a data subject under the General Data Protection Regulation apply to how we process your personal data. You have the right to access any of your personal data that we are processing; the right to ensure that we correct any inaccuracies in your personal data that we are processing; the right, in certain circumstances, to restrict our processing of your personal data; the right to receive personal data that you provided to us in a structured machine-readable format; and the right, in certain circumstances, to request that we erase your personal data.

Electronic upload submission:

We use a third party provider, FilmFreeway, as a platform for you to upload and deliver your film to us. For more information about how FilmFreeway processes your data, please see [FilmFreeway's privacy policy](#). FilmFreeway are based in Canada and data transferred to us through FilmFreeway will be transferred to Canada.

Paper or email submission:

You can choose to send your submission by data disc or email film and forms through WeTransfer.

WeTransfer is a third party provider through which you can deliver your film to us. For more information about how WeTransfer processes your personal data, please see [WeTransfer's privacy statement](#). Your data will not leave the European Economic Area.

How to submit

There are two ways to submit – online or by post:

A. To submit **online** you can do this via <https://filmfreeway.com/WhatScotlandMeanstoMe> and upload all your documentation or please go to <https://wetransfer.com> and send an email to movingimagelearning@nls.uk attaching the following:

- A completed submission form
- A completed contributor's release form for each person named on the submission form
- A completed music cue sheet and music clearance paperwork (if applicable)
- A completed footage time-coded log sheet for archive material (if applicable)
- A still image: **maximum file size 2MB**
- Your one-minute film: **maximum file size 2GB.**

Please put your name, as it appears on the submission form, as the message on WeTransfer. For example, Name – Joe MacMovie, title each file you are sending with your name: 1JMacMovie.doc.

B. Alternatively you can submit **by post** by sending hard copies of:

- A completed submission form
- A completed contributor's release form for each person named on the submission form
- A completed music cue sheet and music clearance paperwork (if applicable)
- A completed footage time-coded log sheet for archive material (if applicable)
- A labelled USB drive or data disc containing:
- A still image: **maximum file size 2MB**
- Your one-minute film: **maximum file size 2GB.**

Please name your files with your name as it appears on the submission form. For example, Name - Joe MacMovie, title each file with your name: 1JMacMovie.doc, 2JMacMovie.jpeg.

Label your data disc / USB drive with your name, the title of the film and the running time and send to:

WSMTM Film
National Library of Scotland | Moving Image Archive
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1445 Argyle Street
Glasgow
G3 8AW
Scotland