

## Questionnaire for Small Gauge Collections

*Thank you so much for entrusting your materials to our institution. We will care for them as best we can. Your answers to the following questions will help us to understand them and better explain them to future generations. Thank you for taking the time to respond as completely as you can.*

What kinds of material are you donating? (*Films, projectors, books, posters, stills, documents, etc.*)

How many objects are in the collection? (*Even the number of cartons or bags will help.*)

Under what conditions have they been stored, and for how long? (*eg.: garage, attic, office*)

Can you provide some keywords that describe the content of the films? (*eg. holidays, traditional processions, every day life scenes, town scenes, specific business / industry . . .*)

Over what period of time were they shot?

Do the films have any distinct odor (mold, vinegar, mothballs)? Is there evidence of mould or water damage?

Do you have a personal relationship to the films (as filmmaker, or related to the filmmaker, or appearing in the films, etc.)?

Yes / No

If yes, please go to the next page.

If no:

Where and how have you acquired these films? (*eg bought at a flea market, found them abandoned on curb*)

Do you know of anyone who might be interested in them or might have a relationship with them?

Name and contact information:

**General Information:**

## Questionnaire for Small Gauge Collections

Who mainly shot the films?
Profession / Hobbies of that person?
How many people live(d) in the household? Please name any individuals likely to be in the films.
How did the family get interested in filming?
Did anyone take classes?
Was anyone a member of a film club? If so, please name it if you can.
Are there any additional materials that might accompany the films ( <i>eg scripts, fotografs, sound tapes</i> ), taht you did not bring with you today?
<b><u>The Films:</u></b>
To what extent did the filmmaker plan and actively direct the films?
Did the filmmaker have favorite stocks or resources?
Where was the film bought and developed?
What kind of camera / other equipment was used?
Were films edited?
Do they have titles?
In what settings and on what occasions were the films projected? ( <i>In the home? Community hall? As part of holiday celebrations . . . ?</i> )

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Do any popular or public figures appear in the films? Do the films capture any particular historical events or occurrences?

What would you wish for the future of the films?

Anecdote (*please tell us one favorite anecdote in connection with the films*)

Would you be interested in participating in a more detailed interview?

Yes / No

Place/ Date

Signature