RFVC Researcher Information Sheet

**Hours:** Mon, Thurs: 12 pm - 8 pm
  Tues, Wed, Fri, Sat: 12 pm - 6 pm
  Sun: Closed

**Telephone:** (212) 870-1741

**Email address:** lparfvc@nypl.org

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**What is the RFVC?**

The Reserve Film and Video Collection (RFVC) is the New York Public Library’s foremost resource for the study and viewing of film. This 12,000-title collection includes all film types – documentary, animation, experimental, short and feature narrative, and works made for and by children and young adults. A strength of the collection is its holdings of works produced independently in New York.

**Where is the RFVC?**

The RFVC is part of the New York Public Library for the Performing Arts (LPA). LPA is located at 40 Lincoln Plaza, between the Vivian Beaumont Theatre and the Metropolitan Opera House at Lincoln Center, Broadway and 65th Street.

**Who May Use the Collection?**

Individuals and non-profit organizations with a valid New York Public Library card may borrow RFVC materials without charge. Materials are also available for viewing in the library.

**How Can I View RFVC Materials?**

**To Borrow:** Patrons wishing to borrow RFVC materials should complete an Audio/Visual Request and Indemnification Form, which is available from both the Theatre, Dance, and Film desk on LPA’s second floor and the Audio Visual desk on LPA’s third floor. It is recommended that the request be made at least **one week in advance** of the preferred borrowing date. The loan period is seven days. Materials must be checked out from and returned to the LPA first floor circulation desk. RFVC materials may not be renewed.

**To View On-Site:** Patrons wishing to view RFVC materials on-site should complete an Audio/Visual Request and Indemnification Form, which is available from both the Theatre, Dance, and Film desk on LPA’s second floor and the Audio Visual desk on LPA’s third floor. It is recommended that the request be made at least **one week in advance** of the preferred viewing date. All materials may only be viewed once per appointment.

**How Can I Find What I Am Looking For?**

Information on RFVC materials may be found in the NYPL’s online catalog. Please go to the Library's website (www.nypl.org) and click on the Classic Catalog link. To search for a specific title or name within the RFVC collection, select the Advanced Search option, enter the search term (title or name), and then select Performing Arts Reserve Film and Video Collection from the Location dropdown box.

If you need assistance or have questions, please call (212) 870-1741 or email lparfvc@nypl.org.
Reserve Film and Video Collection

Request to View/Borrow 16mm Films, Videos and DVDs

Name (Print legibly):
Address (city/state/zip code):
E-mail address:
Phone number:
Library card number:
Date requested for:
Viewing on-site_________________
Borrowing_____________________

Please note that some materials are restricted to on-site use only. 16mm films and videotapes must be requested at least one week in advance. DVDs may be requested three days in advance.

If requesting materials from this collection for use outside the library, please request no more than 5 items or 90 minutes worth of material, whichever is larger.

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<th>Call Number</th>
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<tr>
<td>M16</td>
<td>VTH</td>
<td>DVDR</td>
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Individuals and non-profit organizations may borrow Reserve Film and Video Collection holdings with a valid New York Public Library card for a period of seven days. Borrowing requires a one-time registration. Reserve Collection material cannot be renewed. All materials must be borrowed and returned at the Library for the Performing Arts’ first floor circulation desk. Materials may be borrowed for private use only and may not be used for fundraising or other commercial purposes. Materials are not available for classroom use or school assemblies.

I have read the information above and I understand that permission to view/borrow these films or videotapes or digital media resources does not carry with it permission to reproduce in any form, at any time, any part or aspect of the material viewed. I agree to indemnify The New York Public Library, its officers and employees, for and against any copyright infringement, claims, suits, costs (including attorney fees) and other liabilities arising out of any use by the undersigned from the materials viewed or heard.

Signed: