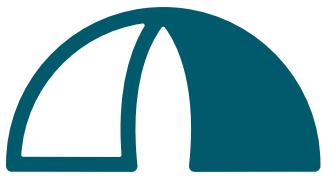




Depositor guide book



THE INTERNATIONAL SURF ARCHIVE

The International Surf Archive (TISA) collects, preserves and promotes all content related to surf (videos, photos, etc.).

Images have always held a central position in the surf universe and the lifestyle surrounding this sport. From the first photographs in the early 20th century to the hours of glory of magazines, from home movies on the beach to the beginnings of Instagram, they contribute to surf culture. Preserving it is essential.

By offering free professional preservation spaces, The Surf Archive is working to achieve this goal. It is located in the South West of France, but its ambition is international.

Our archiving action is based on the following principles:

- Free storage for the depositors
- Free physical and digital storage
- Access and use of the deposited elements regulated by an agreement between depositors and TISA
- Permanent access to the deposited elements for the depositor or their representative

This guide is for any natural person or legal entity who wishes to deposit their archives at TISA. We also accept donations.



Summary

Introduction

page 2

The archive

page 4

Presentation

Physical storage conditions

Digital storage conditions

Deposit your archives

page 5

Deposit agreement

Procedure, terms and conditions

Status and rights attached

Use of archives

Anticipated deposit

Donate your archives

page 7

Donation

Procedure, terms and conditions

The archive

Presentation

The construction of 1100m² of storage space will begin in the South West of France in 2022.

Respecting international preservation regulations, the spaces will also be built to be environment friendly with the objective of being carbon neutral.

In addition to the storage spaces listed below, TISA also has a workspace dedicated to the digitization of the archives.

Safety is also a major component of the site, therefore the buildings are made to prevent incidents and resist in case of a natural disaster.

Physical storage conditions

The storage spaces are regulated (temperature and hygrometry) to offer optimum storage conditions adapted to the archives' nature. All the storage spaces are temperature and humidity controlled.

There are 3 temperature scales:

- Cool (12°C / 54°F)
- Cold (4°C / 40°F)
- Frozen (0°C / 32°F)

Depending on specific needs, humidity is controlled between 30 et 50 %.

The space is also composed of :

- 2 photo rooms (negatives and slides)
- 1 paper archives and photo printing room
- 3 film rooms (negatives and positives)
- 1 magnetic tapes room (video and audio).
- 1 acclimatation room
- 1 isolation room (vinegar syndrome)
- 1 acclimated work room.

Digital storage conditions

Our digital storage operates on two levels. A storage on an independent and isolated server that is duplicated on cold storage at another site.

Our climate-controlled data center will offer a gross capacity of 1.2 PB (1 200 000 GB) at first, our setup will allow for a larger capacity up to 1 EB (1000 PB).

Our system is linked to a DMAM system offering advanced indexation and easy media management.

Make a deposit

Deposit agreement

Whether you are a legal entity or a natural person, any deposit with TISA is made by establishing a deposit agreement. This agreement is tailored to each situation and establishes the relationship between the depositor and TISA.

The following conditions are defined in the agreement:

- Duration of the deposit
- Use and access conditions
- Rights and duties of both parties
- Withdrawal conditions
- Deposited elements inventory
- Provisional deposit schedule
- Initial cost
- Legal status (rights and elements property)

Depositors will be able to sign agreements starting 2022, prior to the first deposits scheduled for the end of 2023.

Procedure, terms and conditions

After getting in touch with potential depositors, we begin to draft the agreement. This process typically takes 4 to 12 weeks. Once the agreement has been signed, the deposit takes place according to the provisional schedule established in the agreement.

Storage is free for the duration of the agreement. To deposit you do not need to be a TISA member, but we do encourage depositors to join TISA when making a deposit. Except for special cases, the depositor can ask for a temporary withdrawal following these regulations:

- Physical elements: unrestricted temporary withdrawals. Shipping fee to be paid by the depositor.
- Digital elements: To obtain a copy of a digital element, depositors must have an active TISA subscription. They can then obtain copies of their digitally deposited files at a rate established in the agreement. The definitive return of an element in case of damages is also defined by the agreement.

Any final withdrawal prior to the end of the agreement is possible but entails a processing cost that is specified in the agreement. In the event of the non-renewal of the agreement, restitution is free for physical items. Shipping fees are to be paid by the depositor. Unless requested by the depositor, digital elements are not returned and will be destroyed. The return of digital elements is possible at a cost established on quotation and accepted by the depositor.

All the regulations specified in the agreement are discussed prior to signing the agreement, therefore creating a healthy and transparent relationship from the first deposit.

Make a deposit

Status and rights attached

The agreement also establishes the potential rights attached to the elements, their nature and their owners.

If the depositor does not know the legal status of their elements, they can still deposit elements by allowing TISA to identify the rights attached to the elements.

Moreover, the depositor guarantees they rightfully own the elements they deposit. If the depositor cannot prove they rightfully own the material, we will solely accept a donation with a retention of title clause in case an existing owner was found.

Use of the archives

The framework for the use of items in deposit is very clearly defined by the agreement. Each deposit is treated individually but varies according to the following categorization.

No exploitation

The depositor does not want their archives to be used. TISA only operates as a safe. Note that in this case no inventory or preservation work is done to the collections. Optional on-site use and consultation are possible.

Direct exploitation

The depositor wants a direct use of their archives to be made. TISA then carries out indexing, referencing and preservation work according to the objectives of the archive and its scientific council. TISA sells the archives on a commercial and non-commercial basis and acts as the depositor's agent. The financial terms are established in the agreement.

Indirect exploitation

The depositor wants an indirect use of their archives to be made. TISA plays a connecting role and forwards requests to the depositor. The financial and use conditions of the elements by the archive are established in the agreement.

It should be noted that the pace and choices of indexing, referencing, preservation, digitization are specific to TISA. Depositors will be charged after acceptance of a quote for all work carried out at their request.

Active TISA members benefit from special pricing.

Make a deposit

Donate your archives

Anticipated deposit

TISA allows future depositors to sign an anticipated deposit agreement. If you wish to eventually deposit archives (after retiring, moving or following someone's passing), you can anticipate and negotiate the terms of your deposit agreement prior to these life events.

Donations

We accept donations for natural and legal persons. They can be partial donations (physical elements only) or full donations (with rights attached). The transfer of the attached rights follows a strict regulatory and legal framework (moral rights, etc.) and will therefore require in-depth legal work. A donation act is always drafted and signed by the depositor and the archive.

Procedure, terms and conditions

After getting in touch with potential depositors, we begin to draft the agreement. This process typically takes 4 to 12 weeks. Once the agreement has been signed, the deposit takes place according to the provisional schedule established in the agreement.



**170 avenue Saint Vincent de Paul
40100 DAX
France**

**1241 N Avon Street
Burbank, CA 91505
USA**

**Emile Mahler
Founder and CEO
emile@surf-archive.com**

**Eglantine Saubot
Head of development
eglantine@surf-archive.com**

**General information
contact@surf-archive.com
www.surf-archive.com**