

B.R. 2186

RECREATIONAL FILMS

Facilities and Conditions of Supply

Revised 1970

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By Command of the Defence Council

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for the
Royal Naval Film Corporation
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CHAPTER 1

Introductory

0101 The Admiralty Board regard the supply of Recreational Films as an essential part of the Welfare Organisation of the Fleet and have approved the arrangements herein.

0102 Responsible Body. The Royal Naval Film Corporation was incorporated on the 29th September 1939 under the Companies Act of 1929, as a Company Limited by Guarantee, and not having a Share Capital, to supply films to seagoing ships. The word "Limited" is omitted from the title by licence of the Board of Trade. The Corporation was registered as a charity under the Charities Act of 1960.

2. The objects of the Corporation are limited to the supply of recreational films to the Fleet. Training Films are the responsibility of the Director of Naval Training. The supply of equipment is the responsibility of Director of Stores (Naval). Technical problems are the concern of the Director of Engineering (Ships).

3. Although not responsible for equipment, the General Manager is in a position to help ships and establishments wishing to purchase Cinema Equipment privately, by getting reduced terms from the Manufacturers, or through the Services Kinema Corporation.

0103 Administration. Direction of the Corporation is derived from an Executive Committee consisting of Naval and civilian officers in the Ministry of Defence, under the Chairmanship of DGPST(N). They are advised by an Advisory Committee of prominent members of the Film Industry representing both exhibitors and renters, through the Film Industry Liaison Officer, who is also Deputy Chairman of the Executive Committee.

2. Responsibility for all matters connected with the supply of recreational films to ships and shore establishments abroad, and for the functioning of the organisation, is vested in the General Manager. He will correspond direct with Commanders-in-Chief and Senior and Commanding Officers as necessary.

0104 Relations with the Film Industry. The Corporation distributes to the Royal Navy, films which certain generously disposed Film Renting Companies make available to seagoing ships without levying the considerable "royalty" charges normally paid by an exhibitor of films, on the assumption that their screening will not be in competition with local commercial interests. Special copies of these films are printed for the Navy but the exhibition rights and copyrights of these films are retained by the Film Companies who own them, and they reserve the right to restrict their use or to withdraw them as they may find necessary.

2. Since the films remain the property of the Film Renting Company they may not be cut, altered, copied or duplicated, and should be returned to the issuing Authority or transferred to another member ship in the same condition

as they were when received, fair wear and tear excepted. All films supplied for H.M. Ships have to be returned to the renter when obsolete or unserviceable.

3. The Film Renting Companies have nothing to gain by continuing this unique and generous privilege, and nothing to lose by stopping it. The other two Services do not enjoy the same facilities as the seagoing Fleet, nor indeed do Naval Personnel shore based in the United Kingdom. The continuation of this favoured treatment depends to a very great extent on the observance of the few simple rules designed to avoid competition with commercial cinema interests.

0105 Financial Policy. Although some of the expenses of the Corporation, such as certain salaries, cinema equipment and stores, and provision and maintenance of buildings, are borne by Public Funds, it is the policy of the Admiralty Board that the Corporation should be otherwise self supporting. Public Funds are not used for the provision of recreational films.

2. The revenue of the Corporation is derived from charges levied on H.M. Ships for the use of films. Certain income is also received in the form of interest on investments and the occasional donation. The charges imposed will be subject to variation and will be the minimum required by the Corporation to maintain the highest possible standard of film entertainment consistent with what the Fleet is prepared to subscribe.

0106 Prohibition of Private Film Contracts. The Admiralty Board have set up this organisation to serve the Fleet and to implement the arrangements agreed between the Film Industry and the Royal Naval Film Corporation. Direct approaches to the Industry for the purpose of obtaining recreational films for screening in H.M. Ships or Naval Establishments may result in contravention of these arrangements. Such approaches by ships, establishments or individual officers or men are, therefore, forbidden unless prior approval has been obtained from the General Manager. Approval will not be given without special reason. Films required for screening on Closed Circuit Television are supplied by the Corporation and are also subject to the foregoing conditions.

0107 Officer to be Responsible. In each ship (including R.F.A.s), and establishment, the custody exhibition and return of films is to be the responsibility of an individual officer to be known as the Film Officer or Cinema Officer. He need not necessarily be the officer in charge of the technical maintenance of equipment.

2. Requests for the provision of films should not be made by individuals or individual messes. All such requests should be made through the Film or Cinema Officer of the Ship or Establishment. Film Officers are advised to maintain as close a personal liaison as possible with the Film Distribution Officer responsible for the area in which the ship is operating. Visits, preferably by appointment, to the R.N.F.C. Head Office by Officers and ratings interested or concerned in recreational films are welcome.

3. A chart showing the Corporation's organisation is shown in Annex IA. Addresses of the various Offices and Representatives are given in Appendix 1.

0108 Shore Establishments. Shore Establishments in the United Kingdom, Malta and Gibraltar can obtain films from the Services Kinema Corporation. Details of this service are given in Chapter 9.

2. **Shore Establishments** in other Fleet Bases abroad where the supply of 16mm. films is maintained for distribution to H.M. Ships may, with the prior approval of the **General Manager**, make use of such films provided they are not required for use in H.M. Ships.

0109 Performing Rights Society. Fees required by the Performing Rights Society in respect of copyright music forming part of recreational films screened in Ships and Establishments are paid annually by the R.N.F.C. or S.K.C. as appropriate.

ANNEX 1A

Royal Naval Film Corporation

Governors: **THE ADMIRALTY BOARD**
Admiral of the Fleet the Earl Mountbatten of Burma

PRESIDENT: Patron: H.R.H. THE DUKE OF EDINBURGH

ORGANISATION
CHAIRMAN (ex Officio)
Director General of Personal Services and Training (N)

DEPUTY CHAIRMAN
(Film Industry Liaison Officer)

EXECUTIVE COMMITTEE
(Navy Department Members)

ADVISORY COMMITTEE
(Representatives of Film Industry
Renting Companies and Exhibitors)

GENERAL MANAGER
(H.O. in M.O.D. - Whitehall)

Accounts

Distribution

Film Booking

Film Distribution Officer (Home)
(Portsmouth Dockyard)

Film Distribution Officer (F.E.)
(Singapore)

Sub Libraries Devonport

Rosyth

Faslane

Gibraltar

Malta

Bermuda

Bahrain

Mauritius

Hong Kong

Small
selection
of films

Ships' Film Officers

CHAPTER 2

Restrictions on showing R.N.F.C. Films

0201 The following paragraphs lay down the conditions imposed by the Film Companies under which films may be screened. Failure to observe them could result in the special concessions now enjoyed being withdrawn.

0202 Restriction to R.N. Personnel. Films distributed by the R.N.F.C. are supplied at print cost, on condition that they are used for exhibition to Naval, Royal Marine or R.F.A. personnel on board H.M. Ships or R.F.A.'s only.

2. Films cannot be landed for screening ashore except as provided for in Article 0108./2. Details regarding this service are given in Chapter 6.

3. Approaches made to H.M. Ships or R.F.A.s for film shows to be given ashore for charity, children's parties, return of hospitality, etc., must be refused.

0203 Special Restrictions in United Kingdom Ports. Ships alongside in United Kingdom Ports will not be permitted to screen R.N.F.C. films when leave is being given. This restriction also applies to ships at anchor or at a buoy less than two miles from the nearest commercial cinema.

2. In certain Naval Bases special circumstances exist whereby relaxation of these rules is possible. Such cases may already have been approved by the General Manager and be covered by Local Orders. In the absence of any such orders approval must be obtained from the General Manager.

3. Ships debarred from screening because of the above restrictions may make application to the General Manager, or direct to the Services Kinema Corporation, to be supplied under the conditions applicable to Shore Establishments in the United Kingdom.

0204 Showing of Films to Visitors. Since these films can only be shown to Ships' Companies of H.M. Ships or R.F.A.s it follows that invitations specifically to see cinema performances on board are not permissible. Casual visitors to ships are not, however, debarred from attending performances.

2. Some latitude may be exercised when in foreign ports, where there is a small British Community and there can be no question of competition with commercial interests. Care must still be taken that circumstances are such that infringement of the restrictions cannot be alleged. For further details see Chapter 6.

3. In Malta it is particularly important that casual guests should be limited to Service and Civilian U.K. based personnel and their families since the British Board of Film Censorship Certificates do not necessarily apply ashore in Malta. H.M. Ships may therefore have films which the local Board of Film Censors has deemed unsuitable for exhibition to the Maltese public.

0205 Loan of Films. R.N.F.C. films may not be lent to other Services or individuals. They are not to be transferred between ships without the knowledge

of the Film Officer. All transfers must be properly recorded and the History Sheet completed.

0206 Authority of R.N.F.C. Representatives to Interpret Rules on Restrictions.

The senior R.N.F.C. Representative on the Station is to be consulted whenever there is any doubt as to the application of the restrictions on showing films. He is to be regarded as the Local Authority for deciding what films may be exhibited and by whom.

2. Film Distribution Officers at Portsmouth and Singapore are the senior Station Representatives of the R.N.F.C. on their respective Stations.

3. Where the R.N.F.C. Representative is unable to decide, and when time does not permit a reference to the General Manager, R.N.F.C., for decision, the Commander-in-Chief's written sanction must be obtained by the applicant before the R.N.F.C. Representative may issue a film.

0207 Special R.N.F.C. Programmes for Children's Parties.

Special programmes are available for screening at children's parties in ships, but these are subject to all the restrictions limiting competition with commercial interests. In addition, these special programmes may only form an incidental part of the entertainment; and the fact that films are to be shown as part of the children's entertainment may not be advertised in any way. Films cannot be supplied for children's parties sponsored by civilian organisations. Enquiries from such bodies closely connected with the Navy may be addressed to the Services Kinema Corporation, who may be able to arrange more favourable terms than can be obtained locally.

CHAPTER 3

Supply and Distribution of Films

0301 Selection. The best films produced in America and Great Britain, with certain exceptions outside the control of the R.N.F.C., are made available by the Film Renting Companies to the R.N.F.C. for screening in H.M. Ships.

2. As many of these films as possible are viewed by the R.N.F.C. Staff before selecting those likely to have the widest appeal in the Fleet. When viewing is impracticable the R.N.F.C. relies on the reviews given by the Critic in the Film Industry's Trade Papers.

3. 16mm. copies of the films selected are usually available within two to three months of West End release, although in some cases 16mm. release of a special film may be held up for much longer by the Renter.

0302 Availability of Films. The number of recreational films distributed to the Fleet depends entirely on the subscriptions received by the Corporation from H.M. Ships, Royal Fleet Auxiliaries, and Shore Establishments abroad and, in view of the higher cost of colour printing, the number of copies which can be made available depends on whether the film is in colour or black and white. Most feature films are now produced in colour.

0303 Distribution. It is the aim of the Corporation to make film exchange as flexible as possible whilst retaining sufficient control to prevent any ship getting an unfair advantage over others. When in harbour where there is a library or sub library available, film exchanges should invariably be done through this library. Details of Film Libraries will be found in Appendix 1. On other occasions there is no objection to films being exchanged between member ships but the proper accounting procedures laid down in succeeding chapters must invariably be followed.

0304 Supply of Films to Commands. The distribution of recreational films is arranged by the General Manager, R.N.F.C., through the R.N.F.C. Representatives in Commands, each Station or Command being regarded as a film circuit for this purpose. The Western Fleet and Far East Station Representatives are civilian Officers attached to the Staffs of the respective Commanders-in-Chief, and are authorised to communicate direct with Commanding Officers and Film Officers of ships and establishments. On other Stations suitable Officers are to be detailed by Commanders-in-Chief to be the R.N.F.C. Representative. For the sake of convenience, an Officer so detailed should normally be based ashore, and should also be the Officer appointed for Instructional Film Duties.

2. The circulation of recreational films on the Station is the responsibility of the R.N.F.C. Representative, whose duties will usually be defined in the Station Orders. Commanders-in-Chief should supply a copy of these to the General Manager, R.N.F.C. for information.

3. Representatives should keep the General Manager, R.N.F.C. informed of progress and of any difficulties they encounter.

4. The R.N.F.C. maintains separate Main Libraries for the Western Fleet, and the Far East Fleet including the Gulf Command. The Corporation aims to provide each of these Commands with between five and six new feature titles per month. "Short" films and News Reels are also provided.

5. It is not possible to give such up-to-date service to ships in the West Indies or South Atlantic, nor for ships on detached duty, owing to their disposition and the small number of ships involved. Recently released films will, however, be supplied to them as and when possible depending upon ships' movements. The R.N.F.C. Representative at Portsmouth is responsible for the supply of films to these areas.

0305 Ships Proceeding Abroad. Subject to the provisions of Article 0304, it is usually possible to supply two or three recently released films to ships proceeding abroad. These will be films destined either for the Station to which the ship is going or for a Station en route. Ships should notify the General Manager, R.N.F.C. (copy to R.N.F.C. Representative, Portsmouth) of their programme, stating the latest time for delivery on board. If new films are available full instructions for their disposal will be furnished to the Ship. New films being shown should be handled with especial care.

2. The remainder of the films required for the passage will be made up of films which can be spared from the Home Station Library, or of those being returned to their original Main Library. The extent to which requests for specific films can be met will therefore be very limited, such requests can normally be satisfied from the Main Library serving the ship's new Station.

0306 Supply of Films to Ships Organised in Squadrons. When ships are operating together for several weeks as an organised Force or Squadron, it is of great advantage to have the films under the control of one Officer, preferably a member of the Flag Officer's or Senior Officer's Staff. By this method individual ships will benefit in that all films in circulation in the Squadron will be available to them through the Squadron organisation and they will have no occasion to feel deprived of the more popular titles. At the same time it makes for simplicity if the R.N.F.C. Staffs are able to communicate with one Officer having overall responsibility. Under such conditions the Flag or Senior Officer's ship would be carrying the bulk supply, individual ships being given a small initial stock.

2. The Squadron Film Officer's responsibilities will be:—

- (a) to liaise with the Royal Naval Film Corporation on the Squadron's requirements;
- (b) to plan the distribution of films within the Squadron in conjunction with individual ships' Film Officers;
- (c) control all film movements.

3. Returns in accordance with Articles 0405.3 and 0408 are still required from each ship when this organisation is in force.

0307 Rate of Screening. Whilst it is not the intention to limit the number of films a ship can screen in a given period by frequent exchange some restriction must be imposed by the Film Libraries on the number of films held on board ships to ensure a fair distribution of the number of films available. The number

of films carried by any ship will depend on the ship's programme and the opportunity for exchange with other ships or Libraries.

2. The supply of films, being dependent on the amount subscribed by the Fleet, is strictly limited, in fact fewer than 70 different feature films are ordered each year. Some restrictions on the number of films made available to individual ships must, therefore, be imposed by the Libraries so that all shall have a fair share. With this limited supply, ships cannot expect to screen films, week after week, at the rate of 3 or more per week; indeed it is extremely doubtful if more than a small percentage of the ship's company could possibly get the chance to see so many films. The screening of 12 different films in a month is, therefore, looked upon as a reasonable average use of the facilities provided.

0308 Catalogue of Feature Films. A catalogue of all films available has been produced and has been issued to all ships. This catalogue will be kept up to date by new pages issued at quarterly intervals. Well known films may be missing from this catalogue, either because they have never been made available in 16mm., or else have been withdrawn due to fair wear and tear, or to loss of exhibition rights.

2. The fact that a film is in the catalogue does not mean that it will be immediately available from a library on request. The number of copies made available of each film is limited by financial consideration to 6 or 7. Three of these are allocated to the Fleet East of Suez, the remainder to the Western Fleet. This limited number of copies has to be sufficient for over 250 subscribers in all parts of the world. The majority of the films listed should be circulating in ships so that the ratio of films in the libraries to those circulating will tend to be small. This is especially the case with the very popular films, which will have had hard usage; due to damage only one or two copies of such films may still be in circulation.

3. Film Officers may use request lists but they are asked to bear the following in mind:—

(a) It is unfair to other ships to retain "requested" films in libraries for long periods in advance of the requirement, unless there are very special reasons for doing so.

(b) It is also undesirable deliberately to withdraw a requested film from one area in order to meet a request from another area, unless it has been in the former area for a reasonable period.

(c) Having submitted a "request list" for a specific sailing date the list cannot be retained in the library to be referred to for a later requirement. Experience has shown that films thus requested have often been obtained by the ship from some other source in the meantime and have, therefore, been reserved unnecessarily and wastefully.

(d) Requests received from ships proceeding off the Station from East to West or vice versa are difficult to comply with since in many cases supply of a particular film could upset the balance of distribution. This is particularly relevant as regards new films.

0309 Hoarding. The holding of too many films on board for long periods should be avoided at all costs. If, for example, only one film additional to

requirements is held by each ship there will automatically be something like 200 fewer films (or over 5% of the total held) to choose from at any one time. Many films are unnecessarily retained because of a mistaken belief that films must always be exchanged on a "one-for-one" basis or because Film Officers are reluctant to part with an exceptionally good film, or because of the operation of a "closed shop" policy within a Squadron. Film Officers are urged to take a broad and enlightened view of the Fleet as a whole, bearing in mind that they themselves may be the victims of similar selfish practices adopted by other ships. Film Officers would do well to remember all this when demanding an unreasonable number of films, or when failing to get rid of films which have been finished with on board. The General Manager is empowered to surcharge ships for retaining films for too long, or for carrying an excessive number without adequate reason.

2. The R.N.F.C. Representative is authorised to withdraw films from ships after they have been held for a reasonable time, and in any case, after 28 days.

3. Ships arriving in a port where there is a Library or Sub Library should take the first opportunity to land all films unless they expect to proceed to sea within a week, in which case they should inform the F.D.O. or R.N.F.C. Representative what they have on board and intend to retain. But in any case they should land all films which have been screened.

0310 Newsreels. A limited number of newsreels are taken each week and are sent direct to ships abroad, selected as being in the best position to make use of them quickly and circulate them to ships in company. The libraries abroad will normally also have a copy sent direct.

0311 Closed Circuit TV. A library of films for use on C.C.T.V. has been built up especially for ships fitted with this system. Additional films, with a running time of 60 minutes or less, are purchased by the Corporation from time to time as they, and money become available. These films have been made up into groups called "Telepacks". Ships using C.C.T.V. should inform the General Manager, who will then make arrangements for a supply of "Telepacks", and other suitable films from the Catalogue, to be made available to the ship. The intention is that a "Telepack" should be transferred complete, and preferably through an F.D.O., since the number of ships using C.C.T.V. is limited, when this is done all the films in a "Telepack" can be referred to in the Film Returns collectively as "Telepack No.....". Ships concerned are expected to pay a slightly larger subscription than other ships of the same complement, in recognition of the fact that they would be using more films, and to help defray the cost of the extra and special films provided.

CHAPTER 4

H.M. Ships—Membership and Charges

0401 Only those ships and R.F.A.'s, and overseas Shore Establishments whose applications for membership have been accepted by the General Manager are allowed to draw R.N.F.C. films and then only for use in the specified ship or Shore Establishment.

2. R.N.F.C. films can only be circulated to ships of Commonwealth Navies when these ships have been accepted by the General Manager as Temporary Members. This is only done for R.A.N., R.N.Z.N. and R.M.N. Ships working in U.K. Waters, or in Singapore, when these ships are working with and under the operational control of the R.N. Ships of Foreign Navies cannot become members and films cannot, therefore, be lent to them.

0402 H.M. Ships can become subscribers to the R.N.F.C. either as Full Members or on a "Casual User" Rate. Full members pay a daily rate of subscription for each day the ship is entitled to show films whether or not screening actually takes place. Deductions can, however, be claimed for days when a ship in Home Waters is debarred from screening by R.N.F.C. regulations, or when docking and the ship's company is living ashore. Since the supply of films depends on the Fleet's willingness to subscribe it is hoped that deductions will only be claimed in cases of real hardship.

2. Casual Users pay a charge for each film used. This membership is suitable for H.M. Ships only able to screen films intermittently, usually whilst working up or based on one of the Home Ports.

0403 Change of Membership. Experience may show that the Casual User's scheme is more suited to the needs of some ships because of irregularity of screening, and they may be allowed to change from Full Membership at the General Manager's discretion, but having thus changed they will not be permitted to revert to Full Membership except in very special circumstances.

0404 Application for Membership. Ships wishing to take advantage of the facilities offered by the R.N.F.C. should apply to the General Manager, R.N.F.C. (copy to the appropriate R.N.F.C. Representative), giving the following information:—

- (a) date of intended screening of first film;
- (b) whether certificated operators are borne (see Article 0704e);
- (c) certificate that the regulations in B.R. 2186 have been read and understood;
- (d) whether Full or Casual Users membership is required.

In addition the following Guarantee of Payment signed by the Commanding Officer is required:—

"That in consideration of the supply of recreational films by the Royal Naval Film Corporation the ship as a whole assumes responsibility to the Corporation for the settlement of charges due."

This guarantee is required as cases have occurred of ships being reluctant to settle outstanding charges on the grounds that the film (or other) Officer during the period concerned has since left, or that a large proportion of the ship's company has changed since the debt was incurred. These are not valid reasons for not settling debts and all accounts, whether or not payment has been demanded, should be settled before paying off, reducing to reserve or finally ceasing membership of the R.N.F.C.

0405 Subscription. The scale of Charges is laid down in Annex 4A. Any question of doubt should be referred to the General Manager, R.N.F.C. These charges are a levy on the Ship's Company as a whole, the share to be borne by the Officers being left to the discretion of Commanding Officers.

2. Payment due from full members is to be calculated on the basis of the number of days in the month. Deductions are permitted for days when the ship is not entitled to screen films for the following reasons:—

(a) Restrictions from screening through being alongside in Home Waters (Article 0203).

(b) Docking periods when Ship's Company is living on shore.

Special circumstances not covered above must be approved by the General Manager, R.N.F.C. in each case.

3. Cash Returns are rendered monthly on Forms S.167A, original to General Manager, copy to the F.D.O. responsible for the Area, F.D.O. (Home) for ships of the Western Fleet, F.D.O. (F.E.) for ships East of Suez. Nil returns are required unless the Certificate at the bottom of Form S.167A has been completed.

4. Payment by cheque or postal order is preferred since these payments can be easily identified with the month and the ship to which they refer. Payment can also be made by Remittance. Remittance lists (Form S.66) can, however, take anything up to two months to reach the R.N.F.C., and even then may not be readily identifiable, either as to the ship making a payment or the month to which the payment refers unless this has been clearly stated by the ship on the S.66. All this results in undue delay in raising queries and clearing the ship's account with the R.N.F.C.

0406 Deductions. Full members claiming deductions under 0405./2 a or b fill in total number of days claimed, and in the case of "a" add in the places where restrictions were imposed. When claiming these deductions it should be remembered that a reduction in subscription is intended to compensate a ship unable to make full use of the facilities due to R.N.F.C. regulations. Exercise periods, social activities, bad weather, etc., DO NOT qualify for a reduction as the incidence of these factors has been taken into account when fixing subscription rates. If the return does not bear out that there has been a reduction in the use of the facilities the General Manager may require an adjustment in payment to be made.

2. If it is felt that special circumstances, amounting to financial hardship, have arisen the facts should be fully reported to the General Manager with a view to a possible waiving of some of the subscription. Since the actual supply of

films depends on the Fleet's willingness to subscribe, and in view of the remarks in the preceding paragraph, approval of a reduction in subscription would only be granted in exceptional circumstances.

0407 Film Transactions. The R.N.F.C. staff and ships' Film Officers between them handle some 3,500 copies of feature films, plus shorts, etc., and since the Film Companies retain control over their use it is essential for the Corporation to be able to account for the whereabouts, within reasonable limits of time, of every copy of each film. In order to make the service as flexible as possible film transactions are governed by a single Form, S.167B instead of using Supply and Receipt Notes. The actual accounting for the whereabouts of the films is done by a card index in the Main Libraries at Portsmouth and Singapore kept up to date from the information on Form S.167B.

2. When properly made out S.167B will give the following information which is vital for tracing the whereabouts of films:—

- (a) How and when a film was received.
- (b) How and when it was got rid of, or
- (c) The fact that it is still on board.

The first six columns are required to be filled in for all films. Information in the "remarks" column refers only to feature films. The entertainment value given to each feature film screened during the month shows the R.N.F.C. which films are proving popular and which, for one reason or another, are not appreciated. This is valuable information for the future ordering policy.

3. If a feature film has not been screened during the month in question it should be given one, or more if applicable, of the following codes:—

- NYC i.e. not yet commenced; PSR i.e. previously screened and reported;
- UR i.e. unavoidably retained for more than 28 days.

This information will enable the F.D.O. concerned to ensure that films are not being retained unnecessarily.

4. The General Manager is empowered to surcharge any ship retaining films too long, or carrying an excessive number, unless a satisfactory explanation can be given.

0408 Rendering of Form S.167B. This form is to be rendered monthly as for Form S.167A. Ships using the Faslane sub Library should send a copy to the Film Officer (R.N.F.C.), H.M.S. NEPTUNE.

2. Special Forms have been produced for use by the S.S.B.N.s when these submarines are operational. Form A is a return of subscription due for the whole patrol and is rendered in original to the General Manager only. Form B showing the films on board is originated by the Library supplying the films (normally H.M.S. NEPTUNE, in original to the submarine with copies to the General Manager and the F.D.O. (Home)). On return to harbour, the form, completed by the Film Officer of the submarine, is rendered as follows:—

- One copy to General Manager.
- One copy to F.D.O. (Home), Portsmouth.
- One copy to Film Officer (R.N.F.C.), H.M.S. NEPTUNE.

0409 It will be realised from the above remarks that the Monthly Film Returns on Forms S.167A and B are an essential feature of the R.N.F.C. organisation and must, therefore, be:—

- (a) accurate.
- (b) completed in all the details asked for.
- (c) rendered as soon as possible after the end of each month, and in the case of S.167A at the same time as the cheque or remittance.

0410 Ships' Records. A record is to be kept in each ship by the ship's Film Officer detailing in respect of every R.N.F.C. film:—

- (a) dates of receipt, screening, despatch or exchange
- (b) film numbers
- (c) whence received and to whom despatched
- (d) means of transport
- (e) condition of film on receipt and despatch

Details of a, b and c are also to be recorded on Form S.167B. Without this information the R.N.F.C. Representative may not be able to supply films that have not already been screened in the ship.

0411 Army and Royal Air Force Personnel. By agreement with the Army and Air Force Boards the cost of film entertainment of up to two performances each week for Army and Air Force personnel taking passage in H.M. Ships employed on trooping duties will be met from Army and R.A.F. votes. The Army Board will also accept charges for film entertainment provided for Army personnel embarked for exercises, or as an embarked force. This agreement does not apply to Royal Marine Commandos taking passage under Army arrangements or when embarked in a Commando Carrier. Royal Marines are expected to bear their share of the expenses of providing film entertainment.

2. To enable the General Manager, R.N.F.C. to effect recovery of charges a report should be made to him at the end of the voyage or exercise giving:—

- (a) inclusive dates during which the Army or R.A.F. Personnel were on passage, etc.
- (b) total numbers of Officers and Other Ranks embarked
- (c) particulars of films screened
- (d) dates of screening
- (e) a certificate signed by the Army or R.A.F. Officer in Charge of troops confirming the number of Army or R.A.F. Personnel on board when films are shown

Separate returns should be rendered for Army and R.A.F. Personnel.

0412 Termination of Membership. A written notification of the intention to withdraw from membership of the R.N.F.C. is to be sent to the General Manager, R.N.F.C., copy to the appropriate R.N.F.C. Representative, at least one month before the date of final screening. Where this is not possible as much notice as possible is to be given.

2. When ships for any reason, such as being in Dockyard hands, are going to be debarred from screening R.N.F.C. films for a lengthy period they should formally terminate membership of the R.N.F.C. Shorter periods can be dealt with by completing the certificate on Form S.167A.

3. Commonwealth ships who are temporary members should render their returns on Forms S.167A and B and return all films held to the nearest R.N.F.C. Library or transfer to an H.M. Ship or R.F.A. before leaving the Command.

0413 Closed Circuit Television. Ships using closed circuit television should inform the General Manager, R.N.F.C. so that necessary arrangements can be made to supply the films which may be required. An additional charge, which is not included in the rates given in Annex 4A, will be communicated by the General Manager.

2. Films especially suitable for screening over CCTV have been made up into sets called "TELEPACKS". Each telepack contains a balanced selection of Films giving a total running time of approximately 28 hours, which, in conjunction with "off air" broadcasts and ship generated programmes, should provide sufficient filmed material for 1 month.

3. Telepacks are numbered consecutively from 1 upwards. They should be referred to in correspondence and in the S167B by the Serial number. A list of contents is provided with each telepack and the films listed should normally be transferred as a set.

0414 A number of Short Films of a Documentary/Interest type have been acquired and these films are particularly suitable for use over CCTV. A number of these films have been included in the telepacks and others can be made available on demand from the Film Distribution Officer (H) at Portsmouth for screening over CCTV, or as required by Ships not so fitted.

H.M. Ships—Schedule of Rates

										Daily Rate	
										£	
Aircraft Carriers, Commando Ships, and Assault Ships											
based on average numbers borne over the month											
up to 719	10.50
720 to 749	11.00
750 to 779	11.50
780 to 879	12.45
880 to 979	13.95
980 to 1079	15.45
1080 to 1179	16.95
1180 to 1299	18.60
1300 to 1424	20.50
1425 to 1574	22.50
1575 to 1724	24.75
1725 to 1874	27.00
1875 to 2024	29.25
2025 to 2174	31.50
2175 to 2324	33.75
2325 upwards	36.00
Cruisers	11.62
Assault Ships (without Embarked Force)	7.87
Destroyers											
COUNTY Class	6.75
BRISTOL	6.12
Type 42	4.00
Frigates											
Type 81	3.94
Leander Class	3.60
Type 12	3.45
Type 61	3.30
Type 41	3.27
Type 21	2.60
PENELOPE	3.00
MATAPAN	2.68
Type 14	2.05
EASTBOURNE	2.26
MERMAID	2.60
CHICHESTER	2.50
Survey Ships											
HECLA, HECATE, HYDRA, HERALD	1.83
BULLDOG and FOX Classes60

	Daily Rate
	£
Submarines	
SWIFTSURE Class	1.54
RESOLUTION Class	2.16
VALIANT Class	1.62
DREADNOUGHT	1.68
Others	0.97
TENACITY	0.42
WAKEFUL	0.35
VIGILANT and ALERT	0.21
LAYMOOR	0.46
BRITANNIA	4.17
ENDURANCE	1.83
RECLAIM	1.29
ABDIEL	1.36
Coastal Minesweepers42
Coastal Minehunters55
BIRD Class28
Offshore Patrol Vessels50

EMBARKED FORCE

See Article 0411.

When payment is being made from Ship's Funds, subscription rates should be calculated as follows:

- (a) If the average total number borne over the month, including Ship's Company, is 700 or more, use the Aircraft Carrier/Commando Ship scale.
- (b) If the average total number borne over the month is less than 700 the embarked force should be assessed separately from the Ship's Company at the Daily Rate of £0.35 per 25 men.

CASUAL USER RATES can be obtained on application to the General Manager RNFC.

CHAPTER 5

Royal Fleet Auxiliaries

0501 Royal Fleet Auxiliaries engaged on Navy Department service may be supplied with R.N.F.C. films on acceptance for membership following the procedure laid down in Article 0404. In addition to the information required by that article the Master should also state in his application the number of Officers borne, including departmental Officers but excluding Apprentices, and whether manned by a European or non European Crew.

2. With the following exceptions the rules laid down for H.M. Ships are to be observed.

0502 The privilege of screening royalty free films is confined to seagoing personnel of the Fleet and has been extended to the crews of R.F.A.s whilst they are serving with the Fleet. Should an R.F.A. go over to commercial charter the concession no longer applies and any R.N.F.C. films should be landed at the first opportunity.

0503 Subscription Rates. The types of subscription rate laid down for H.M. Ships in Article 0402 are not applicable to R.F.A.s. To simplify accounting procedure R.F.A.s pay a flat monthly rate of subscription. This subscription must be paid for any month during which films have been shown. Only if no films have been shown during the whole month is the subscription not payable. The subscription covers films seen by both Officers and crew the division of the charge between Officers and crew being at the discretion of the Master. Rates of subscription are laid down in Annex 5A.

0504 Rendering of Returns. Forms S.167A and 167B are to be rendered as for H.M. Ships, as explained in Article 0405.3 and 0408, except that as the records of R.F.A.s employed on freighting duties between the U.K. and East of Suez are maintained by the F.D.O. (Home) at Portsmouth copies of the Forms from such ships should invariably be sent to his Office. The need for accurate compilation and prompt rendering of these returns, referred to in the previous chapter, is stressed.

0505 Requirements for Films on Proceeding Abroad. Requirements for films should be notified as far in advance of the sailing date as practicable. Requirements for R.F.A.s arriving in the U.K. for a quick "turn round" can normally be anticipated from published information, replacement films will then be routed to the port of arrival in advance. Any advance information which the ship can give, however, will clearly facilitate the supply of films.

0506 Disposal of Films on Return to the U.K. In order to avoid incurring Railway Charges, films from overseas Film Libraries destined for R.N.F.C. Head Office should be off-loaded at Portsmouth or Chatham, preferably the latter where possible. If this is not practicable instructions regarding disposal will be communicated by the General Manager, R.N.F.C. or the Film Distribu-

tion Officer (Home), Portsmouth, films being deposited with the local RNSTS Establishments or Agents pending receipt of these instructions if necessary.

0507 Continuity of Records. Before paying off or changing crews it is important that the Officer responsible for films should ensure that:—

(a) Any R.N.F.C. films held are properly disposed of to the local shipping authority or Film Library.

(b) A written record of film transactions, film payments, etc., is deposited with the Master for subsequent transfer to the new Film Officer. Ships' records should be kept in accordance with Article 0410.

0508 Termination of Membership. The written notification required by Article 0412 should be forwarded when membership of the R.N.F.C. is terminated. The relief of the Master does not terminate membership and the Guarantee of Payment will be considered to remain in force until membership is formally terminated.

RFAs—Schedule of Rates

Ship or Class	Monthly Rate	
	EUROPEAN MANNED	ASIAN MANNED
	£	£
BACCHUS, HEBE	15.75	
DEWDALE		20.50
EMPIRE GULL		19.80
ENGADINE	40.90	
LEAF Class: CHERRYLEAF	21.15	
PEARLEAF, PLUMLEAF, ORANGELEAF ...		18.90
NESS Class: LYNESS	45.45	
STROMNESS		35.55
TARBATNESS	44.10	
OLWEN, OLNA	38.25	
OLMEDA	40.95	
REGENT, RESOURCE	54.00	
RESURGENT, RETAINER	46.35	
ROVER Class	21.15	
SIR Class		23.40
TIDEPPOOL, TIDESPRING	46.80	
TIDEREACH	44.00	

CHAPTER 6

Shore Establishments Abroad

0601 Membership. Subject to there being no objection from local Commercial Cinema interests R.N.F.C. facilities may be extended to shore establishments abroad. There are two classes of membership:—

Class A—Establishments where film shows are given to the Ship's Company as a whole, either in cinemas equipped for this purpose, or in suitable halls, where admission can be controlled by selling tickets at a Box Office.

Class B—In cases where film shows are given in individual messes.

0602 Application for Membership. Shore establishments abroad wishing to use R.N.F.C. films should forward to the General Manager, R.N.F.C. (copy to R.N.F.C. Representative) the written payment guarantee mentioned in article 0404 together with the following information:—

- (a) Whether application is for Class A or B Membership.
- (b) Seating capacity of hall (Class A). Average attendance expected per film (Class B).
- (c) Number of films required per week, and number of playing days for each film.
- (d) Distance from, and name of, nearest Commercial Cinema.
- (e) Whether certified cinema operators are borne (see article 0704).
- (f) Date first film is required.
- (g) Certificate that the regulations in B.R. 2186 have been read and understood.

0603 Restrictions on Screening. It may be necessary to impose restrictions on the dates of screening of certain films in order to comply with any specific ruling the Film Company may make prohibiting early screening. The establishment concerned will be advised accordingly by the R.N.F.C. Representative.

0604 Restrictions on Admission. Where establishments are within two miles of a Commercial Cinema attendance is to be restricted without exception to Naval Personnel; casual guests are not allowed.

2. If the establishment is more than two miles distant from a commercial cinema Navy Department civilian employees living within the establishment, and wives and families of Naval Personnel, may be admitted.

0605 Interpretation of Restrictions. Any cases of doubt as to the interpretation of restrictions in force for shore establishments abroad should be referred to the R.N.F.C. Representative for decision.

2. Where the R.N.F.C. Representative is unable to give a decision the case should be referred to the General Manager, R.N.F.C. who will give a ruling.

0606 Scale of Charges. The charges imposed are the least which will enable the R.N.F.C. to meet its obligations in respect of the supply of films. Alterations to these charges which may become necessary will be promulgated by the Navy Department. The methods of paying for film entertainment are given below.

Class A Membership

(a) A "flat rate" of 9d. for each seat sold will be paid to the R.N.F.C. for the provision of films.

(b) The price of seats is to be fixed by Establishments having regard to the amenities offered, and to the expenses of running the cinema. The actual price charged is to be at the discretion of individual Commanding Officers, with the proviso that no rating should be expected to pay more than 2/- for the best seat. It is suggested that 1/6d. would be an average charge in a properly equipped hall, 1/- being charged under more primitive conditions. Proposed charges are to be approved by the Commander-in-Chief or Flag Officer concerned keeping the General Manager informed.

Class B Membership

(a) Where film shows are given in individual messes a charge for each different programme will be levied.

(b) There are two scales of charges, one for Officers and one for Ratings, which will be communicated by the General Manager. These charges are based on anticipated average attendance, the minimum charge where attendances average 10 or less will be 10/- per film for Ratings and 15/- for Officers. For attendances of up to 60 the charge will vary to approximately £3.

0607 Form S.168. Monthly Film Return and Payment Due. Form S.168 is to be used for reporting:—

(a) Sums due for film charges, and

(b) Details of films screened and, for Class A Cinemas ONLY, attendance at each performance.

This form is to be rendered in duplicate on the last day of each month to the General Manager, R.N.F.C., through the Station R.N.F.C. Representative. The latter, after checking the return, will forward the original copy to the General Manager. NIL returns are required for any month in which films have not been shown.

2. **Method of Payment.** Payment for film charges from Establishments abroad may be made by cheque or remittance list through the Director General Defence Accounts.

0608 Maintenance Charges. Unless the projector is private property establishments are required to pay the Navy Department the sum of £5 per annum as a maintenance charge for each 16mm. projector used for entertainment purposes. This sum is to be paid in quarterly instalments to the Supply Officer who is responsible for ensuring that the instalments are taken on charge in his Cash Account.

CHAPTER 7

Custody of Films and Maintenance

0701 R.N.F.C. films remain the property of the Film Companies to whom they are accountable and in some cases returnable, as explained in Article 0104. This, and the fact that they are valuable and attractive items, makes it essential that they are safeguarded whilst not in use by being properly stored in locked stowage.

2. In selecting such stowage, regard should be had to the fact that film canisters are not watertight and must never be stowed where they will be exposed to rain or spray, or where they may become wet owing to washing down.

0702 Reports on Loss or Damage. The loss of a film, or damage to it, rendering the film unfit for exhibition is to be reported immediately to the General Manager R.N.F.C. and to the R.N.F.C. Representative of the area. This report should contain the circumstances of the loss or damage and an assessment by the Commanding Officer as to whether blame is attributable and, in the event of loss, the steps taken to recover the film.

2. In all cases of loss a separate destruction certificate for each film, signed by the Commanding Officer, is necessary. This certificate is required by the Film Renting Company and must accompany the written report of the loss.

0703 Claims for Loss or Damage. The Corporation reserves the right to claim from ships the cost of replacement of films which have been lost or damaged through negligence.

0704 Division of Responsibility. The responsibility for the care and maintenance of films and projectors in H.M. Ships, and the training of operators, as approved by the Navy Department, is as follows:—

Responsibilities of Film Officers

(a) Custody, examination and repair of R.N.F.C. films. Completion of film History Sheets.

(b) Selection, exchange and return of films. Liaison and correspondence with R.N.F.C. Representatives.

(c) Organisation of film programmes and film shows.

(d) Completion of monthly R.N.F.C. returns and arrangements of payments to the R.N.F.C.

(e) Selection and organisation of cinema operators. Films are to be screened only by an operator whose Service History Sheet indicates that he has qualified as an operator either in the full course at H.M.S. COLLINGWOOD, on board (see (h) below), or in the short course which may be given under certain circumstances ashore in Singapore.

(f) Arranging for the training of cinema operators at H.M.S. COLLINGWOOD or with the Ship's Weapons and Electrical Engineer Officer on board.

Responsibilities of Weapons and Electrical Engineer Officer

- (g) Maintenance and custody of cinema projector and associated equipment.
- (h) Training of cinema operators (projectionists) on board.
- (i) Advice on the technical standards and practices related to film shows and the repair of films.
- (j) Arranging for the training of Electrical Branch ratings in film and projector maintenance at H.M.S. COLLINGWOOD.

0705 Maintenance of Films. From previous articles it will have been realised that the number of films provided for the Fleet is limited by the amount that ships' companies are prepared to subscribe. Maintenance of these films is, therefore, of the utmost importance if the best value is to be obtained by the Fleet for their outlay. Careless handling of a film is sheer waste of money particularly when it is realised that a single copy of a colour feature film costs over £100 in printing costs alone, whilst a black and white film averages £47. Bad handling is particularly to be regretted in the case of a new film which has only had time to circulate to a few ships. Careful handling of these films by operators who have been properly trained will, therefore, be to everyone's best interest.

0706 Causes of Damage. Damage can be caused in three main ways:—

- (a) By mishandling during projection.
- (b) By mishandling while re-winding.
- (c) By bad packing.

2. During projection very serious damage can easily be caused to a film if it is incorrectly laced on the projector or if the sprockets are damaged or dirty. The importance of cleanliness of the projector gate cannot be overstressed since dirt here can so easily cause scratching.

3. When re-winding, prints can also be damaged by rough handling or by making bad joins. Bad joins may cause a break in projection and often damage the print.

4. When packing, damage can be caused if a film is forced into a can or wound on a damaged or oversize spool. Furthermore films have frequently been lost by ships because the clip on the outside container had not been moused before transfer. This is a most important factor.

0707 Repairs within the Capability of the Operator. The operator is required to examine films on receipt on board (see 0710 below) and he will occasionally find that one or more minor repairs should be made before the film can be screened. This will consist in removal of a few frames and re-splicing, and replacement of heads and tails. Similar repairs may again become necessary after screening and before the film can be re-screened or transferred. An efficient film splicer and adequate supply of film cement and film leader, all of which can be obtained by normal demand from the Naval Store Organisation, should be carried by the ship so that this kind of running repair can be effected. Such repairs should be noted on the endorsement page of the History Sheet. The use of paper clips, Sellotape and other aids to "instant repair" are absolutely forbidden as they are bound to lead to further and worse damage on subsequent projection.

At the same time it is emphasised that no film should be transferred without repair action or comment where it is known to have even the most minor damage to sprocket holes since this will also lead to further extensive sprocket hole damage in the hands of an unwary operator.

2. Where extensive damage has occurred by immersion in sea water or contact with oil or some chemical the proper course is to suspend the film completely flaked out in an airy and clean ambience and then to clean it carefully with a soft cloth and fresh water, making sure that the emulsion side of the film does not come into contact with any surface until dry. Clearly this kind of procedure is rarely possible or convenient on board. If it cannot be undertaken steps should be taken to land the film at the earliest possible opportunity with the nearest R.N.F.C. Representative with a full report of the circumstances.

0708 Repairs outside the Capability of the Operator. Early action should be taken to land with the nearest R.N.F.C. Representative any film the repair of which is outside the capability of the operator. The kind of damage envisaged here is that mentioned in 0707.2 above and occasions where sprocket hole damage and/or tearing has occurred throughout sufficient length of the film to render it unfit for further screening. In these cases the R.N.F.C. Representative may have to request replacement of the damaged portion of the film from the General Manager or alternatively the film may have to be withdrawn from circulation.

0709 History Sheets. Every film has a History Sheet and when properly filled in this is a most useful document. Unfortunately it is all too often not properly filled in. The History Sheet not only describes very briefly all about the film in the case of feature films but it also has space for reporting the physical condition of the film and enlarging on any defects. Film Officers and operators are particularly requested to ensure that the entries in the History Sheets faithfully reflect the state of the film. This will enable:—

(a) The Film Library receiving it to withdraw films which are in bad condition and thus prevent disappointment.

(b) The General Manager to decide when and how damage occurred so that lessons can be learned. It is not the intention to claim compensation from ships for damage or loss except in very bad cases where negligence or utter and callous disregard of the instructions and advice given has taken place.

2. The History Sheet also shows the number and size of spools which make up the complete film. Each film consists of a number of reels made up into spools. A full 1,600 ft. spool will usually consist of four reels. Each spool is packed into its own "can". Films consisting of more than one spool are packed into metal canisters in the case of feature films and fibre cartons in the case of shorter films. Each spool can should have a label giving the title of the film, the number of reels on that particular spool and the total number of reels which make up the complete film. On receipt of a film the film number on the canister and the number of spools should be checked against the History Sheet. As a further check the number of reels can be confirmed from the film can labels. Any discrepancy should be reported immediately.

3. The responsibility for completion of Film History Sheets rests with the Film Officer and should not be delegated to the Cinema Operator.

0710 Examination on Receipt. Physical examination of a film on receipt is essential. If this examination is conscientiously carried out it should be possible to avoid.—

(a) Disappointing the audience.

(b) Being blamed for damage done previously, or parts of a film missing.

2. In the case of new feature films, however, at least 50% will have been screen tested before release to the Fleet. Those which have been so tested will have the fact clearly stated on the History Sheet. Such films can safely be screened by the ship first receiving them without further examination. New films not so tested should be damage free but, unhappily, there have been a few cases of new films being incorrectly made up by the Printers and only actual screening will reveal such a mistake. If time permits a preview would be advantageous.

3. It is the aim that films in circulation should be thoroughly examined at regular intervals by one of the Main Libraries. Since only the Headquarters in London and the Film Libraries in Portsmouth and Singapore have a staff for this purpose the percentage that can be examined is comparatively small. All films which have been so examined will have the fact clearly stated in the History Sheet and such films need not be examined by the first ship receiving them.

0711 Winding of Films. It is unsafe to assume that a film received in the "head-out" condition is in all respects ready for screening unless the last entry in the History Sheet is by a Film Library to the effect that the film has been examined and is in good condition. Films which have been screened in ships and have not required repair before despatch will normally be in the "tail-out" condition when transferred. The necessary re-winding to prepare them for screening must be carried out as soon as practicable after receipt, repairs or reports of major damage being made at this time. In some circumstances films will be received in the "head-out" condition. These must be re-wound twice if they are to be screened but not at all if the last holder was a film Library which definitely examined the film.

2. It should be noted that when a film is in the "tail-out" condition the sprocket holes will be one side of the picture if previously screened on a Bell and Howell projector and on the opposite side if last screened on a Debie machine. Film which has been screened on a Debie projector must when re-wound be crossed over the re-winder, i.e. taken from the bottom of one spool to the top of the other unlike film which has been run on a Bell and Howell projector which is taken from the top of one spool to the top of the other.

3. This re-winding and examination is important in that it should make it possible to discover when and where the damage occurred and, as a result of lessons learnt, possibly prevent such damage occurring in the future.

0712 Packing of Films. The Corporation is put to considerable expense to obtain spools and cans, the cost of which is additional to the cost of the film. Great care, therefore, should be exercised to ensure that these are maintained in a serviceable condition.

2. All films when issued are wound on specially purchased spools which fit easily into the cans and they should never be packed or wound on any other type of spool. Serious damage is often caused to feature films when American type or R.N. type 0544 942/1220 spools are used. These are too large and, therefore, pack too tightly thus causing distortion of the can and cutting of the film.

3. The contents of a canister should be checked before despatch to ensure that the film is complete and the lid of the canister should be secured by stout string or wire to prevent accidental opening in transit.

4. Canisters are to be correctly labelled and it is important that old address labels should be removed or obliterated before despatch.

0713 "Credit" Titling of Films. The "Credit" titling stating that films are supplied to the R.N.F.C. in agreement with the Kinematograph Renters' Society, which is attached by the Corporation to every feature film, is an integral part of the film and is not to be removed.

0714 Correspondence about Films. Film Numbers, in addition to titles, are to be quoted in any correspondence.

0715 Good Presentation. Experience has shown that such factors as bad acoustics, inefficient operating owing to the lack of experience of the operator or the physical condition of the film are often the real causes of an unsatisfactory performance and not the lack of entertainment value in the film.

2. Observance of the various procedures outlined above should ensure that the films are maintained in good physical state. However, even the best film in perfect condition will not give pleasure to an audience unless presented competently. A guide to good presentation will be found at Appendix 2.

3. Advice on presentation problems can be obtained on application to the General Manager.

CHAPTER 8

Transport of Films

0801 Ideally the inter ship and inter library movement of films is effected by H.M. Ships and R.F.A.'s requiring them for their screening programmes since this ensures maximum fluidity of distribution without any concomitant freight charges. However, films will tend to stagnate and stocks build up in isolated ships and Sub Libraries and, therefore, bulk transfers become necessary. H.M. Ships and R.F.A.'s are expected to undertake such transfers where stowage space permits since the alternative is commercial freighting the cost of which involves expenditure of revenue better employed in the acquisition of new titles.

2. Where it is intended to move films by commercial means the prior approval of the General Manager should be obtained.

0802 Advance Notification. Where films are despatched by any means, and particularly by commercial freight, the Consignee is to be advised in advance of the exact nature of the consignment and method of despatch as a safeguard against films going astray. This is to be done by telephone in the United Kingdom or by signal abroad where other means of notification might involve unnecessary delay.

0803 Description and Marking. R.N.F.C. films are always to be described as "Films R.N.F.C." on transport requisition and consignment forms. The use of the description "Films" lends itself to confusion with instructional films when freight charges are being assessed. Consignment notes are to be marked "Chargeable to R.N.F.C."

0804 Customs Requirements. When H.M. Ships and R.F.A.'s arrive in the United Kingdom from abroad with films for return to R.N.F.C. a Customs declaration for the films carried is to be produced with the films to the Customs Officer at the port of arrival. The Customs Officer is to be given facilities to examine the films, film History Sheets and any other documents if required. A declaration form should be prepared in manuscript in the form given in Appendix 3.

2. If desired by the Commanding Officer or Master of the ship arrangements may be made, with the consent of the Customs Officer, for the S. & T.O. at the dockyard or port of arrival to take charge of the films for production to the Customs Officer.

3. Films sent to the United Kingdom by air or commercial freight must be accompanied by the necessary customs forms.

CHAPTER 9

Shore Establishments in the U.K., Malta and Gibraltar

0901 Services Kinema Corporation. Shore Establishments in the United Kingdom, Malta and Gibraltar wishing to screen entertainment films can obtain them on application to the Services Kinema Corporation. S.K.C. Office addresses will be found at the end of Appendix 1.

0902 The Services Kinema Corporation was formed on the 1st January 1969 following an amalgamation of the Army Kinema Corporation and the Royal Air Force Cinema Corporation. The objects of the S.K.C. are similar to those of the R.N. Film Corporation but, in addition to providing entertainment films, the S.K.C. is also equipped to provide and service cinema equipment, television and radio receivers and to advise on the equipping of cinemas, bowling alleys and lecture halls for the Armed Forces.

2. Prior to 1969 arrangements had been made for the A.K.C. to take over responsibility for supplying entertainment films to Naval Shore Establishments in the U.K. This responsibility has, from the 1st January 1969, been assumed by the S.K.C.

0903 Management. The S.K.C. is controlled by a Council appointed by the three Service Departments of the Ministry of Defence. The Chief of Naval Personnel and Second Sea Lord is a member of this Council. The management of the business of the Corporation is vested in a Board of Management appointed by the Council. The Director General of Personal Services and Training (Navy), who is the Chairman of the R.N. Film Corporation, and the Deputy Chairman of the R.N. Film Corporation are both members of this Board.

2. The General Manager R.N. Film Corporation is a part-time Executive of the S.K.C. with special responsibility for Naval Establishments. Establishments can correspond direct with the General Manager at the R.N.F.C. or the S.K.C. Headquarters.

3. The Headquarters of the S.K.C. is located at 36 Dover Street, London, W1X 4HA. S.K.C. operations in the United Kingdom are controlled by the "Director U.K." from a Headquarters at Chalfont Grove, Buckinghamshire, which is also the Headquarters of the Corporation's Chief Engineer.

0904 Policy. It is Ministry of Defence policy that no charges for the provision of Cinema Entertainment in Establishments ashore should be borne by Public Funds.

0905 Use of Equipment. 16mm. equipment provided by the M.O.D. (Navy) for training can be used for recreational purposes when available. A small maintenance charge is levied by the M.O.D. (N) for this recreational use. The charge is added to the Film Hire Charge.

2. **35mm. Equipment.** Establishments wishing to use 35mm. projection equipment for halls which are too large for the 16mm. projection equipment to be effective are required to provide and maintain such equipment out of their own funds.

0906 Officer to be Responsible. In each Establishment the custody, exhibition and return of films is to be the responsibility of an individual Officer, to be known as the Cinema Officer. In Establishments using 16mm. films the booking of films for individual messes should be arranged by Presidents of individual messes through the Cinema Officer.

0907 Care of Films. To avoid loss by theft and improper use films are to be kept locked away when not required for exhibition. Establishments are liable to be charged for replacement or repair of films lost or damaged through negligence or carelessness on the part of the user.

0908 Training of Operators. In view of the value of films and equipment, only qualified operators may be allowed to operate the projectors. A qualified operator for this purpose is one who has successfully completed a course at the R.N. Cinema School, H.M.S. COLLINGWOOD for 35mm., or as in Article 0704 e for 16mm. When using arc projectors it is preferable to have two operators in the projection box, particularly at the "change over" of projectors.

0909 Technical Advice. Cinema projectors and their ancillary equipment are costly and complicated. Nobody should attempt to make alterations to existing equipment without a thorough knowledge of all the technical problems involved, otherwise heavy expense and much inconvenience may result. In their own interests establishments should invariably consult the S.K.C. Chief Engineer at Chalfont, and/or the General Manager, R.N.F.C., before deciding on any changes. The Chief Engineer, S.K.C., can give any technical advice required.

2. The General Manager is also ready to advise establishments on any matter concerning the efficient and economical working of the cinema.

35mm. FILM ENTERTAINMENT

0910 Restrictions on Screening of Films. At Establishments within two miles of a commercial cinema, attendance is to be restricted to Naval personnel and casual guests are not allowed. At establishments outside the two-mile limit Navy Department civilian employees living in the Establishment and the wives and families of Naval personnel may also be admitted.

0911 Booking of Films. Arrangements for booking 35mm. films should be made with the Booking Manager, S.K.C., 36 Dover Street, W1X 4HA.

2. Details of films booked will be notified to the Establishment Cinema Officer in advance by the Booking Manager on a Monthly Programme Sheet. These sheets will show details of exhibition dates, the composition of the programme, and type or types of films together with the title, running time and the name of the renter.

0912 Delivery of Films. Although 35mm. films are booked by the S.K.C. Booking Manager their supply and despatch are arranged by the Film Renting Companies concerned. Films are normally distributed from one of the Renting Company's Branches situated in large towns, by a Film Transport Company. Normally films are delivered and collected by this Company on Sundays and Wednesdays. Films for Establishments in remote areas which are not covered by the transport service will be sent by rail.

2. A card giving the Renter's instructions as to the disposal of the film after screening will be found in the container. These instructions must be carried out immediately after the last screening as the films may be urgently required elsewhere to meet a commercial booking and may, in fact, have to be sent to another service cinema.

3. The non arrival of a film, feature or short by the morning of the day it is due to be exhibited, should be reported by telephone and confirmed by letter to the Booking Manager, S.K.C., at the Dover Street headquarters. If this is done it may be possible to arrange for a further copy of the film to be despatched to the Establishment whilst investigations are being made into the non arrival of the original.

4. Films will be sent carriage paid by the Renting Company, the S.K.C. or the Establishment from which they may have been transferred. When films are sent by rail, passenger train is always to be used. Navy Department Consignment Notes must not be used for the carriage of these recreational films. Carriage accounts are paid by the S.K.C. and charged to the Establishments on Monthly Invoice.

0913 Playing Periods. The usual commercial playing periods are:—

- (a) Sunday only,
- (b) Monday to Wednesday,
- (c) Thursday to Saturday.

It is convenient, but not essential, from the point of view of supply of films if establishments adhere, as far as the number of programmes screened per week will allow, to these playing periods. Establishments wishing to alter their playing days must give not less than two months' notice of the proposed alteration.

0914 Cancellation of Programmes. In booking films for establishments, the Corporation enters into a contract with a Film Renting Company and release from the terms of this contract is an act of grace. If, therefore, a film has to be cancelled for any reason, as much notice as possible should be given so that other arrangements can be made to avoid payment of charges which could be incurred and this will be possible provided 14 days' notice has been given.

2. In cases where it is not possible at the last moment to screen a programme for the number of days for which it has been booked the Booking Manager should be informed, preferably by telephone or telegram, within 24 hours; the circumstances subsequently being confirmed in writing to the Film Booking Department.

3. If adequate notice is not given, transport charges will be payable and full charges based on average box office taking may be claimed by the Corporation from the Establishment concerned.

0915 Choice of Films. Establishments may forward lists of films they desire to screen to the Booking Manager, S.K.C. It may not be possible, however, to supply all the films required because of various limitations such as trade bars, non availability of copies or the Renting Company's conditions of hire.

0916 Films for Training Establishments. Training establishments in which junior entries are trained may inform the Booking Manager of any types of films considered undesirable in order that the supply of such films may be avoided. It should be appreciated, however, that all films have passed the British Board of Film Censors.

0917 Charges for 35mm. Film Programmes. The hire charge for 35mm. film programmes is, by Contract with the Film Renting Company, based on the sale of tickets for admission to the hall. The total value of tickets sold at each performance is divided between the S.K.C., to pay for film hire and to make contribution to their Headquarter's expenses, and the Establishments to meet local expenses.

2. The percentage remaining with the Establishment is intended to meet such expenses as operators' fees, replacement and maintenance of equipment, consumable stores, insurance, film transport, etc. The disposal of any surplus after these running expenses have been met is a matter for local discretion except that it must be applied for the benefit of personnel in the Establishment.

0918 Subject to the limitations imposed by the Navy Department, which are promulgated as necessary by DCI or Navy Department letter, admission charges to cinemas operated by Naval Establishments will be at the discretion of Commanding Officers who will have due regard to the amenities provided by their cinema when fixing the charge. Admission charges are authorised by AL N2/604/1/63/B dated 19th July, 1967 which lays down that admission charges may be 1/6d., 2/- or 2/6d. The actual charge or charges to be levied in an Establishment should first be agreed with the S.K.C. in order to prevent a proliferation of charges. Once fixed they can only be altered with prior agreement of the S.K.C. Admission charges to S.K.C. operated Cinemas (such as Faslane) are fixed by the S.K.C. with M.O.D. approval.

2. The only tickets authorised for use in the Box Office are those supplied by the S.K.C. to the Commanding Officer of the Establishment on written application to the Accountant (UK), S.K.C. at Chalfont.

0919 Admission Returns. Books of Admission Return Forms are supplied by the Accountant (U.K.). The returns are in triplicate and Forms A and B duly completed are to be sent to the S.K.C. immediately after the last day of screening of a programme. This instruction must be strictly observed since the Film Renting Companies require returns within three days of the last screening. Failure to comply with this instruction causes unnecessary correspondence.

2. Monthly Accounts will be sent to the Establishments by the Accountant (U.K.). Charges for sundries such as standby films, trailers, maintenance supplies and insurance will similarly be invoiced to Establishments. Cheques, money orders, etc., in payment of these charges must be crossed and made payable to the S.K.C. Treasury Notes and coin should not be sent through

the post. The Corporation will accept no responsibility if money sent in this way is not received. It is important that all charges should be settled promptly.

0920 Box Office Control. The responsibility for ensuring that there is adequate control at the Box Offices at Establishment Cinemas rests with the Commanding Officer of the Establishment. If control is inadequate, revenue will be lost not only by the Establishment but also by the Film Renting Companies and this could result in increased charges for film hire or even the withdrawal of film supply altogether.

2. The sale of tickets for admission to the cinema involves the handling of large sums of money over a period often by persons unused to cash transactions. Unless there is an adequate system of checking on the spot opportunities to defraud will occur which could be difficult to detect. A final check of the accuracy of all accounts is carried out by the Accounts Department of the S.K.C. when the Box Office Return is scrutinised and the serial numbers of tickets sold checked against the cash return. Should these scrutinies appear to show some irregularity it will be necessary for the matter to be taken up with the Establishment. Every reasonable facility should be given to the S.K.C. to carry out the necessary check. Should any laxity in Box Office control be brought to light the matter will be taken up by the S.K.C. with the Commanding Officer concerned.

3. To ensure adequate Box Office control Commanding Officers are strongly advised to issue orders to cover the following points:—

(a) The persons authorised to sell tickets, i.e. the box office staff, and those authorised to act as doorkeepers.

(b) The routine for the safe custody of takings. No money to be kept overnight in the charge of a rating; it must be handed over to an officer, receipt being given for a sealed bag if it is not possible for the money to be counted at the time. Cinema takings to be kept in a proper money chest.

(c) Admission to the cinema only to be by the numbered and priced tickets obtained from the S.K.C. which are not to be used for any other purpose. Tickets to be mutilated by being torn in two on admission by someone other than the person taking money at the box office.

(d) The bulk supply of unsold tickets to be kept in safe custody by the Cinema Officer and a written record of issues and receipts kept by him. When an establishment ceases to screen films the stock of unused tickets must be returned to the Corporation.

(e) Damaged tickets unfit for sale are to be returned to the S.K.C.

(f) The serial numbers of tickets of each denomination sold at each performance are to be recorded on the Admission Return.

0921 Special Programmes. Programmes of cartoon films specially required for Children's Parties are booked at a flat rate charge depending on the length and type of the programme and not on the number of admissions. The Booking Manager will negotiate the appropriate charge with the Cinema Officer. Admission tickets supplied for normal performances should not be used on such occasions.

2. When applying for special programmes for children's parties 6 weeks' notice of the requirement should be given. To avoid disappointment at Christmas

time applications for films, which will be in very short supply, should be made no later than 1st October.

3. Special programmes for children's parties are supplied on condition that the fact that films are to be shown as part of the entertainment is not advertised outside the Establishment in any way.

16mm. FILM ENTERTAINMENT

0922 Establishments requiring 16mm. films for entertainment purposes in messes or clubs or in a main hall where no 35mm. cinema is provided should apply to the Deputy Director (U.K.) of the S.K.C. at Chalfont.

0923 Conditions of Supply, and charges made for such films have been approved by the Service Departments and are laid down in the S.K.C. Catalogue of 16mm. films which may be obtained on application to the S.K.C. at Chalfont.

APPENDIX 1

Addresses

HEAD OFFICE	The General Manager, Royal Naval Film Corporation, Ministry of Defence (Naval), Old Admiralty Building, Whitehall, S.W.1	Tel: 01-930 9000 Ext. 1612
WESTERN FLEET		
Main Library U.K.	Film Distribution Officer (Home), Royal Naval Film Corporation, H.M. Dockyard, Portsmouth, Hants.	Tel: Portsmouth Dockyard 070-522351 Ext. 23064 or 23108
SUB LIBRARIES		
Devonport	Royal Naval Film Corporation Representative, Command Instructional Film Library, R.N. Barracks, Devonport	Tel: H.M.S. Drake Exch. Ext. 212
Faslane	The Film Officer (R.N.F.C.), Mail Office, Main Administrative Building, H.M.S. NEPTUNE, Faslane, Helensburgh, Dunbartonshire	Tel: Helensburgh 4321 Ext. 405
Rosyth	Royal Naval Film Corporation Representative, H.M. Dockyard, Rosyth, Fife	Tel: Pitreavie Ext. 3033
Gibraltar	Royal Naval Film Corporation Representative, H.M.S. ROOKE, B.F.P.O. 163	
LIMITED FACILITIES		
Portland	Royal Naval Film Corporation Representative, R.N.F.C. Film Pool, c/o Stores Officer, Helicopter Station, Portland	
Londonderry	Royal Naval Film Corporation Representative, c/o Base Technical Office, R.N. Maintenance Yard, Londonderry, N.I	
Bermuda	Film Distribution Officer, H.M.S. MALABAR, B.F.P.O. 162	
Malta	A limited stock of films is deposited with:-- Base Supply Officer, H.M.S. ST. ANGELO, B.F.P.O. 51	

EAST OF SUEZ**Main Library**

Fleet Film Distribution Officer (F.E.),
Royal Naval Film Corporation,
H.M. Naval Base,
B.F.P.O. 164

SUB LIBRARY**Bahrain**

Royal Naval Film Corporation
Representative,
H.M.S. JUFAIR,
B.F.P.O. 63

LIMITED FACILITIES**Hong Kong**

Film Officer,
H.M.S. TAMAR,
B.F.P.O. 1

Mauritius

Film Officer,
H.M.S. MAURITIUS,
B.F.P.O. 161

SERVICES KINEMA CORPORATION**35mm. Film Booking**

The Booking Manager,
S.K.C.,
36 Dover Street,
London, W1X 4HA

Tel: 01-493 8070
Telegrams: Serkinkor,
London, W.1

**35mm. Maintenance
and Future Projects**

The Chief Engineer,
S.K.C.,
Chalfont Grove,
Narcot Lane,
Chalfont St. Peter,
Gerrards Cross, Bucks.

Tel: 02407-4111
Telegrams: Serkinkor,
Gerrards Cross

16mm. Film Booking

Deputy Director (U.K.),
S.K.C.,
Chalfont Grove

Accounts

(35mm., 16mm. and
television)

The Accountant (U.K.),
S.K.C.,
Chalfont Grove

APPENDIX 2

Good Presentation

Although it is accepted that facilities for screening films on board ships have to be rough and ready a great deal can be done in a ship to make the best of a possibly bad job, for instance:—

(a) **Good Presentation** begins before the show. The film, from whatever source it may have been obtained, should be carefully examined both for cleanliness and freedom from damage which might either mar the show or cause a breakdown during the presentation. Each film should come on the screen properly framed and in crisp focus. It should be kept crisply focused throughout its run.

(b) **Illumination.** With a cold light 16mm. projector and a length of throw of 60' or so it will be found impossible to provide adequate illumination on a screen larger than say 12' wide. Trial and error should provide the best solution in circumstances where large numbers must be gathered together for one showing.

(c) **Siting of Projector.** Try not to have your projector in the middle of the audience as this can cause unnecessary noise and annoyance through light escaping from the machine. Selection of a suitable size lens should obviate difficulties such as this. (See also b).

(d) **Dirty Screens.** Screens provided for the Fleet are made of white matt material; the best type for giving uniform brightness over a large viewing angle. A dirty screen or one which has yellowed with age will clearly not give very good results. Such a screen should be returned to Store (fair wear and tear) and a new one drawn in lieu.

(e) **Acoustics.** The loudspeaker should be so placed that the most remote members of the audience can hear quite well without those in front being deafened. Sound levels should be those which are intelligible and comfortable to the audience rather than those which are easy for the Operator to hear without leaving his place by the projector. Loudspeakers should normally be placed at the side of the screen about half to two-thirds of the way up. They should then be tilted slightly downwards towards the centre of the audience. They should not be placed behind an unperforated screen. If two speakers are being used care must be taken that there is no appreciable interval between the sound from one and the sound from the other reaching some of the audience; this could render speech and sound unintelligible.

(f) **Film Breakage.** Should there be a break during a show every attempt should be made to resume projection with a minimum of delay leaving major repair of the film until afterwards. If, therefore, an emergency join in the film has been made it must be properly spliced afterwards. Any uneven or dirty joins should be remade to prevent a stoppage due to a fresh break. A splicing machine which can produce a good clean splice is an essential piece of equipment. The most important characteristics of a first-class splicer are:—

(1) The ability of the pressure plate to expel air.

(2) Accuracy of scraping including depth and uniformity.

(3) Provision to arrest flow of cement to unwanted parts of the film.

Splices should be cleanly made and the emulsion of the overlap must be completely removed from one length and the back of the other length should be roughened. A good quality film cement is essential; to avoid deterioration the bottle should be kept well stoppered.

(g) **Seating.** Although it is virtually impossible to arrange good seating in many spaces where films are shown on board ship it should be the aim that the nearest seats should not be so close to the screen that the width of the picture is too great for comfort nor should people be seated at such angles that there is a marked distortion of the picture shape. The back row seats should not be so far back as to make it difficult to read titles and observe the smaller details in the projected picture.

Customs Declaration Form for R.N.F.C. Films

ROYAL NAVAL FILM CORPORATION

CUSTOMS DECLARATION

To: The Customs Officer at.....

Reference to previous correspondence (if any) with Customs regarding this consignment. Customs letter dated
.....

Reference No......

I hereby request Customs clearance of the positive cinematograph films listed below reimported on(date)..... by.....
(Insert name of importing ship or aircraft or "Post" as appropriate)

All the films were supplied by the Royal Naval Film Corporation under arrangements agreed with H.M. Customs.

List of Reimported Films

1. FILMS

<i>Title</i>	Film Number (as given on Film History Sheet)
.....
.....
.....
.....

2. SHORTS

<i>Title</i>	Renter's name and any other identifying particulars given on container label
.....
.....
.....

3. NEWSREELS

<i>Issue No.</i>	<i>Copy No.</i>	Renter's name and any other identifying particulars given on container label
.....
.....
.....

(Signed).....

Commanding Officer
Master
R.N.F.C. General Manager
or Representative
(Delete as necessary)

APPENDIX 4

*Reports and Returns
Ships and Shore Establishments Abroad*

No.	OCCASION	FORM	REPORT REQUIRED	BY	TO	REFERENCE TO PARAGRAPH
1	As requisite	M.S.	Application to join, with guarantee of payment	C.O. Master of ship and C.O. of Shore Establishment abroad	General Manager, R.N.F.C. (copy to R.N.F.C. Rep.)	0404, 0501, 0602
2	One month beforehand	M.S.	Notice to terminate membership	C.O., Master of Ship and C.O. of Shore Establishment abroad	General Manager, R.N.F.C. (copy to R.N.F.C. Rep.)	0412, 0508
3	Monthly (last day of month)	S.167A & S.167B	Monthly film return (and payment due). Nil returns are required	Ship	General Manager, R.N.F.C. (copy to R.N.F.C. Rep.)	0405.3, 0408, 0504
4	Monthly (last day of month)	S.168	Monthly film return (and payment due). Nil returns are required	Shore Establishments abroad	Through R.N.F.C. Rep. to General Manager	0607
5	As requisite	M.S.	Report of loss or damage and Commanding Officer's certificate	C.O., Master of ship and C.O. of Shore Establishment abroad	General Manager, R.N.F.C. (copy to R.N.F.C. Rep.)	0702

APPENDIX 5

Television Hire

The Services Kinema Corporation operate a TV Hire Service, they are able to hire television sets to H.M. Ships or to individuals. The S.K.C. terms of hire are tailor made to the requirements of the average serviceman, the most important one possibly being that short term hiring contracts are made available. In addition, however, the S.K.C. are prepared to study the individual requirements of a ship requiring a number of sets, and take into account the sort of operating the ship is doing. Apart from being able to hire and service television sets in this country from a number of bases widely scattered, the S.K.C. are also making arrangements to set up repair centres in Portsmouth and Faslane especially for the Navy. Abroad full scale facilities exist in Singapore.

2. S.K.C. normal rates of hire may not be greatly different from those levied by Commercial Firms, but in addition to the advantages referred to in para. 1, unlike a Commercial Firm, the S.K.C. is a registered Charity, and any surpluses made are used for the benefit of Service personnel.

3. Ships requiring information on the above service should write to the Television Manager, Services Kinema Corporation, Chalfont Grove, Gerrards Cross, Bucks.