

FORM

Attachment B (sheet 1)

REQUEST FOR REPRODUCTION OF PHOTOGRAPHIC MATERIAL

| | |
|------------------------------------|------|
| APPLICANT: | |
| COMPANY/ INSTITUTION/ ASSOCIATION: | |
| ADDRESS: | |
| VAT NUMBER/TAX CODE: | |
| POSTAL CODE | CITY |
| TELEPHONE: | FAX: |
| E-MAIL ADDRERSS: | |

REPRODUCTIONS ARE REQUESTED OF THE FOLLOWING ARTWORKS:

AUTHOR: _____
 TITLE: _____
 DATE: _____
 MUSEUM: _____
 INVENTORY NO.: _____

AUTHOR: _____
 TITLE: _____
 DATE: _____
 MUSEUM: _____
 INVENTORY NO.: _____

AUTHOR: _____
 TITLE: _____
 DATE: _____
 MUSEUM: _____
 INVENTORY NO.: _____

AUTHOR: _____
 TITLE: _____
 DATE: _____
 MUSEUM: _____
 INVENTORY NO.: _____

"In compliance with the Italian legislative Decree no. 196 dated 30/06/2003, I hereby authorize you to use and process my personal details contained in this document."

FORM

Attachment B (sheet 2)

REASON FOR THE REQUEST:

- PUBBLICATION
- FOR STUDY PURPOSES
- OTHER REASONS

DIGITAL 13X18 18X24 ...

TYPE OF PUBLICATION

BOOK (Title):.....

SCIENTIFIC MAGAZINE/BULLETIN/DAILY/PERIODICAL

(Specify title):.....

- MANIFESTO POSTER COVER
- TELEVISION INTERNET VHS
- CD-ROM DVD OTHER (Specify)

ESTIMATED NO. OF COPIES: LESS THAN 2000 2000 OR MORE THAN 2000

ESTIMATED COST: LESS THAN 80€ 80€ OR MORE THAN 80€

DATE

SIGNATURE

.....
THE FOLLOWING PHOTOGRAPHIC REFERENCE MUST BE INCLUDED IN THE PUBLICATION:
© COMUNE DI ROMA - SOVRINTENDENZA CAPITOLINA AI BENI CULTURALI - MUSEO DI ROMA -

PAYMENT:

Payment with the specific indications may be made in the following ways:

1. in cash at the: “Ufficio Economato della Sovrintendenza Capitolina ai Beni Culturali, Piazza Lovatelli, 35 (00186–Roma)”;
2. with a non transferable cheque made payable to the Tesoriere del Comune di Roma and given or sent to: “Ufficio Economato della Sovrintendenza Capitolina ai Beni Culturali, Piazza Lovatelli, 35 (00186–Roma)”;

FROM ABROAD:

3. by bank draft made payable to the Tesoriere del Comune di Roma and given or sent to: “Ufficio Economato della Sovrintendenza Capitolina ai Beni Culturali, Piazza Lovatelli, 35 (00186–Roma)”;
4. with a cheque made payable to the Tesoriere del Comune di Roma and given or sent to: “Ufficio Economato della Sovrintendenza Capitolina ai Beni Culturali, Piazza Lovatelli, 35 (00186–Roma)”;

Regulations for the concession to reproduce photographs of artwork belonging to museums and collections of the Sovrintendenza ai Beni Culturali del Comune di Roma.

1. Colour or black and white prints of artwork belonging to museums or collections of the Comune di Roma, are produced directly by the Sovrintendenza ai Beni Culturali del Comune di Roma [here after called "Sovrintendenza"] or under the direct control of the Sovrintendenza's staff. The copyright therefore belongs to the Comune di Roma, in accordance with present legislation.
2. Photographs cannot be published or reproduced in any form without written authorization from the Sovrintendenza.
3. The authorization will only be granted on acceptance of these regulations. To this end the applicant must send a signed copy of this sheet to the director of the museum together with the attached form, completed in all its sections, in order to define the fees payable.
4. Right to reproduce is limited to the artwork explicitly listed in the authorization and only for the publication indicated; it is valid only once and does not indicate any exclusive or permanent right, it cannot be sold, assigned or transferred to a third party (including heirs, a company that has been taken over by another company, or subcontractors) without a specific written agreement from the Sovrintendenza. In addition the images cannot be used in any form of commercial advertising, publicity or promotional purposes.
5. The reproduced artwork cannot be manipulated, altered or distorted in anyway without the written authorization of the Sovrintendenza; should the applicant be interested in the reproduction of one or more details, this must be clearly specified.
6. The copyright of the Comune di Roma, together with the name of the museum or of the collection, and the name of the photographer, must be clearly specified in the photographic references. The exact reference will be written on the authorization granted by the Sovrintendenza. Even partial inobservance of this norm will be pursued by law.
7. The Sovrintendenza has the faculty to check the draft text prior to publication of the artwork belonging to the Comune di Roma, and authorization to reproduce will be given after this check has been made.
8. Two copies of the publication must be consigned to the Director of the museum in which the reproduced artwork is kept. Should there be more than one reproduction of artwork belonging to different museums and collections of the Comune di Roma, the Sovrintendenza has the right to ask for an adequate number of copies.
9. It is possible to ask for duplicates of black and white prints, transparencies and colour slides. Under no circumstances will the original archival black and white negatives and prints, which are property of the Sovrintendenza, be granted. Should the photographer be the applicant, one copy must be given to the Sovrintendenza.
10. The applicant must pay the Sovrintendenza the cost of the photograph as well as the rights of reproduction. In the case of the applicant already possessing a print granted by the Sovrintendenza, only the copyright fees will be requested. No print/s will be consigned before the completion of the payment of the reproduction costs and eventual rights.
11. The Sovrintendenza has the faculty to revoke the authorization to reproduce should the above not be carried out by the applicant, or in the case of false declarations.

DATE AND SIGNATURE OF THE APPLICANT