

REGULATION PROCEDURES AND FEES FOR THE REPRODUCTION OF IMAGES BELONGING TO INTERNATIONAL MUSEUM COLLECTION

Authorisation for the use of photographs from our archives

Applicants must reimburse any costs sustained by the Foundation in the case of reproductions applied for by private persons for personal use or reasons of study, or by public subjects for promotional purposes.

Applicants must sign a declaration undertaking not to disclose, circulate or sell the copies obtained.

Reproduction rights for images requested for publication purposes

In the case of reproduction for printing and publications, the reproduction right in the pricelist must be paid to the MIC for every image. The applicant must specify the property to the MIC for every item reproduced, and include the details of the original work (inventory number, author or workshop or cultural sphere, title, size). In the case of reprinting, 50% of the fee in force at the time of publication shall be paid. Moreover, three copies of the publication in which the work has been reproduced must be sent to the Library of the MIC.

Images to be published in magazines of a scientific nature are not subject to reproduction rights.

Should images be reproduced in publications of considerable importance, which clearly promote the MIC Collections, it is authority of the President of the Foundation to partially or totally exempt the user from the payment of reproduction rights. All applicants must, however, pay the costs sustained by the Foundation.

Fees

(approved by the Council of Management with decision no. 14 of 14 February 2011)

Images downloaded by the file created by the applicant from the database SAMIRA by the MIC Library (reproduction in low resolution)	Unique fee 50,00 € / CD plus VAT
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The prices in the above table are exclusive of both VAT, where applicable, and the packaging and postage fees to be paid for by the interested parties.

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Payments must be made, **in advance**, indicating the specific cause, by means of bank transfer to current account: MIC Museo Internazionale delle Ceramiche in Faenza; Cassa di Risparmio di Ravenna – Filiale 1 di Faenza - **IBAN IT21N0627023701CC0310001830**

To:
Photographic Archives
International Museum of Ceramics
via Campidori 2 – 48018 Faenza RA

The undersigned _____
Address _____ Postcode _____
Town/City _____ (_____) _____
Tel _____ fax _____ e-mail _____
Taxpayer Code _____ VAT number _____

Wishes to apply for photographs of the following works belonging to the MIC (1) collections ¹

Resolution requested (in pixels):

Inventory n.	View (front, back, trademark...)	Total (refer to price list)
Packaging and postage		
Total		

The images requested will:

only be used for reasons of study, and I undertake not to disclose, circulate or sell the copies obtained.

published, and I undertake to specify that the piece belongs to the MIC as well as including details of the original work (inventory number, author or workshop or culturalbackground, title, size) and to send three copies of the publication in which the work has been reproduced to the MIC Direction or to the Photographic Archives (Mrs. Elena Giacometti). ²

Author/title/publisher

The undersigned undertakes to pay the sum due in advance by means of ³

Bank transfer - Cassa di Risparmio di Ravenna – Agenzia Faenza 1

IBAN – IT21N0627023701CC0310001830

date _____

Signature

¹ the MIC supplies digital images only

² authorisation is valid for a single edition only

³ send the receipt of the payment to the attention of the MIC Photograph Archives by fax n. 0039(0)546/27141 or by e-mail:
archiviofotografico@micfaenza.org