



Fondazione MIC Onlus

REGULATION FOR THE REPRODUCTION OF PHOTO/VIDEO AND USE OF IMAGES FROM THE MIC COLLECTIONS AND SPACES

The authorization for the use of photos from the museum collections or for making videos of the museum spaces, including works, is exclusively allowed by the MIC Direction, after a written request and the sending of the specific form, previously filled in and subscribed by the applicant. To receive the photograph it will be necessary to pay it in advance. The Direction has the right of withdrawal in case of lack of respect of the requested condition.

PHOTOGRAPHS PROCEDURAL GUIDELINE

- a. The authorization is allowed only for the use specified in the request. For the reprints, it is necessary to send a new request.
- b. In case the applicant, or others in his/her place, is going to re-use the materials, or a part of it for other purposes or editions, it will be necessary to send a new request.
- c. The use of photographic images in a low resolution, for study purposes or unavailable works, of a strictly scientific nature, may be allowed free of charge, under the Direction authorization.
- d. It is not allowed to acquire and publish the photographic images belonging to the MIC collection from texts or from the web.
- e. The authorization for the use never implies the acquisition of the material and/or the copyrights. All the materials and the relevant copyright exclusively belong to the MIC Foundation.
- f. The images of the works exposed in the MIC collections cannot be used for advertising or promotional purposes without the authorization of the Direction, that can eventually apply special rates
- g. The captions of the images will have to indicate the inventory number and the inscription "*Museo Internazionale delle Ceramiche in Faenza*" as a credit.
- h. The lack of respect for any of the above mentioned points, will cause the procedure of reimbursement for the damages to the editor/author in the amount of 10 times the single rate for each image.
- i. The unitary rate established by the Board of Directors of the MIC Foundation is **€ 80,00 + IVA each photograph.**

The responsible person for the Photographic Archives, after receiving the request authorized by the Direction, will send the foreseen costs for the materials to the applicant. He/she will have to return it with his/her signature, via e-mail.

Successively, the applicant will have to pay the rate in a single amount, 15 days before the date in which he/she wish to receive the material.

The payment will be made through a bank transfer, specifying the name of the client and the identification numeric code of the foreseen cost,

to the bank account CC0310001830 Cassa di Risparmio di Ravenna –Fil.Faenza 1

IBAN: IT21 N062 7023 701C C031 0001 830

SWIFT o BIC: CRRA IT 2R

VAT: IT02067320396

assigned to: Fondazione M.I.C. Onlus - Museo Internazionale delle Ceramiche in Faenza –

Via Campidori 2 – 48018 Faenza

cod.fisc. 90020390390 p.IVA 02067320396

tel. 0546 697311 fax 0546 27141

VIDEO SHOOTING PROCEDURAL GUIDELINE

- a. The authorisation for a video shooting is pertinent to what has been expressly agreed in the request; in case of changes, the requests will have to be re-proposed specifying times and costs.
- b. Date and time of the shooting will have to be decided with the Direction some weeks in advance.
- c. The applicant is requested to take out a third party civil liability insurance policy to cover the risks of damages to the spaces, furniture and works; a copy of the policy will have to be sent to the MIC Direction at least 15 days before the shooting.
- d. The credits will have to quote the whole name of the "*Museo Internazionale delle Ceramiche in Faenza*".
- e. The rate will be established by the Board of Directors of the MIC Foundation according to any specific request. **The minimum rate is € 300,00 + IVA.** After the receiving of the request, the responsible staff will proceed with the sending of the foreseen costs, that will have to be signed by the applicant and returned to the MIC. The payment is requested 15 days before the shooting. The payment will be exclusively made through bank transfer to the above mentioned data (see photograph procedure guidelines).

The authorization to the shooting will be linked to a specific form referring to the open procedure.

The applicant fully accept the above-mentioned conditions and authorizes the treatment of his/her personal data in accordance to the Art.13 Reg. UE 2016/679 e D.Lgs 196/2003.

Date _____ Applicant signature _____

to make video shooting personally or through a professional delegate, to the following works or museum spaces, following the indications rules as follows:

EXHIBITION HALL OS MUSEUM SPACES

Name of the professional delegate in charge _____

Tel. _____

Date _____ applicant signature _____