

**REGULATIONS FOR THE ARCHIVE SERVICES
OF THE "MAJON DI FASCEGN" LADIN INSTITUTE**

I. General terms and conditions

- a. The photographic and multimedia material kept in the archives of the "Majon di Fascegn" Ladin Institute is accessible to interested persons and institutions upon request and authorisation;
- b. All the material contained in the photographic and multimedia archives can be reproduced only after appropriate authorisation and after payment of the relative reproduction fees. This also applies to the reproduction of material from the Institute already in the possession of the client or already published in other publications;
- c. The material contained in the photographic and multimedia archives can not be requested or transferred on behalf of third parties;
- d. Applicants must state the purpose and use they intend to make of the requested material in writing in a binding manner;
- e. The concession relating to the use is released on principle on a non-exclusive basis, for a single time and restricted to the agreed purposes;
- f. The concession relating to the use cannot be transferred to third parties. Concession fees do not include any rights of third parties;
- g. The Institutes's photographic and multimedia archive only provides the material in digital format;
- h. In case of publication of the photographic material made available, it is mandatory to indicate the source according to what is indicated by the Ladin Cultural Institute and to deliver a copy (one or two, to be established for each individual case) of the study, the dissertation or publication where the image released by the photographic archive was reproduced to the Ladin Cultural Institutes's library;
- i. In case of projection of the audio and video material made available, the source must be indicated as indicated by the Ladin Cultural Institute;
- j. The fixed fees are inclusive of VAT;
- k. The fees due will be paid in advance to c/c.p. n. 14797385 payable to the Istituto Culturale Ladino - Strada de la Pieif, 7 - 38036 Sèn Jan di Fassa (TN) or to the bank account at Unicredit Banca Spa, a branch of Pozza di Fassa registered to the Istituto Culturale Ladino - strada de la Pieif, 7 - 38036 Sèn Jan di Fassa, IBAN CODE: IT24R 02008 35270 000006005805. Only in special cases is payment possible after delivery or service;
- l. To request the right of reproduction, the customer must fill in the appropriate part in the application forms available at the institution.

II. Fees relating to the use of photographic material

- a. Reproductions for institutional purposes agreed upon with the Institute as well as for publications and editorial works of a non-profit scientific/educational nature (on any support) and by museums, universities, research institutes, institutes and cultural associations; magazines and periodical scientific publications produced by the aforementioned cultural institutes or by publishing houses that are emanating it or otherwise destined to a specialised audience; exhibition catalogues produced by the above mentioned institutes or for which the reproduced works have been lent by the Ladin Cultural Institute: no fee;
- b. Reproductions for scientific/educational and study purposes agreed upon with the Institute requested by private individuals (i.e. dissertations, thesis) and at the request of particular categories of users as donors and lenders of the Ladin Museum: no fee;
- c. Reproductions for private non-commercial purposes and without publication: for each image 7,00 Euro;
- d. Reproductions for non-commercial purposes with publication (i.e. in brochures), as well as for journalistic purposes (not related to institutional activities): for each image 15.00 Euro;
- e. Reproductions for commercial purposes: for each image 30.00 Euro;
- f. Requests that refer to particular cases or to hypotheses not contemplated in previous cases will be examined accordingly by the Director of the Institute, which will determine specific concessions and fees;
- g. For large quantity requests (above 15 pieces) a 30% reduction can be applied to the amounts foreseen by the price list;
- h. If the requested material is not available in the photographic archive, the Institute may have it reproduced by charging the costs to the applicant who can obtain the copy in digital format at the price of € 10 (VAT excluded) for each reproduction, or perform the filming independently, by appointment to be agreed with the head of the photographic archive. The applicant is liable for any damage to persons or property that may occur during the work, providing full compensation, without the right of recourse against the Institute. All digital files or negatives produced by the client or its representative will be delivered in copy to the photographic archive of the institute;
- i. If the request does not refer to a specific photo but required research work by the Institute staff, the institution reserves the right to request a fee of € 30.00 (including VAT) for research activities;

III. Fees relating to the use of multimedia material

- a. Reproductions for institutional purposes agreed with the Institute as well as for non-profit scientific/educational use by museums, universities, research institutes, institutes and cultural associations: no fee;
- b. Reproductions for scientific/educational and study purposes agreed with the Institute requested by private individuals and upon request of particular categories of users as donors and lenders of the Ladin Museum: no fee;
- c. Reproductions for private purposes: for each film or multimedia reproduction 10,00 Euro;
- d. Reproductions for commercial purposes: for each film or multimedia reproduction 30,00 Euro;
- e. Requests that refer to particular cases or to hypotheses not contemplated in previous cases will be examined accordingly by the Director of the Institute, which will determine specific concessions and fees.

IV. Fees for the production of reproduction specimens and supports

For the reproduction of photographs in digital format, copies are made in the usual formats and in the required resolution. For the production of a CDROM or a DVD a sum of 10.00 Euro is charged, when the support is not made available by the applicant.

V. Shipping fees

For the postal shipment of audiovisual materials required and subject to payment of a fee, a lump sum of Euro 2,50 is charged. For particular shipping services, the related costs will be invoiced.

VI. Source indications

For photographs provided by the Institute, the following formula should be indicated: "majon di fascegn" Ladin Cultural Institute photographic archive – Sèn Jan di Fassa (TN)". For photographs taken by the applicant, the following must be indicated: "By concession of the "majon di fascegn" Ladin Cultural Institute – Sèn Jan di Fassa (TN)" or in the case of photographs owned by third parties, other formula to be agreed accordingly.

For the multimedia material provided by the Institute and which is shown in public, the following formula should be indicated: "majon di fascegn" Ladin Cultural Institute digital archive – Sèn Jan di Fassa (TN)".

The applicant is required to agree the content of the captions with the Institute.

VII. Liability

Those who request photographic and multimedia material from the archive are required to know and comply with this regulation. Failure, in particular regarding the assignment of reproduction rights and untrue declarations of intent at the time of the request, can be prosecuted according to the law.

VIII. Rates for photocopies

Photocopies can be made bearing in mind that the copies are subject to the limits established by the regulations in force on copyright (Law 633/1941 and subsequent amendments). Fees are as follows:

A4 format b/w: Euro 0.10
A4 format colour: Euro 0.50
A3 format b/w: Euro 0.20
A3 format colour: Euro 1.00