

REQUEST FOR PHOTOGRAPHIC
REPRODUCTION

MUSEI CIVICI COMO

AUTHORISATION	Registration n.	Date
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(space reserved for Musei Civici)

THE UNDERSIGNED

Name	
Surname	
Place of residence	
Telephone and fax number	
E-mail	

REQUESTS PHOTOGRAPHIC REPRODUCTION OF THE FOLLOWING WORKS/DOCUMENTS

	Title	Inventory number	envelope/folder number
1			
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REPRODUCTION BY THE MUSEUM

- scan of photograph / from negative / from slide
- digital image

REPRODUCTION BY OWN MEANS (a copy must be left with the museum immediately after the work; the applying person must therefore present themselves with cable or other equipment for connection to Museum computer)

USE OF REPRODUCTIONS (specify tile and speaker for speeches or lectures; title, authors, publishers in the event of possible publication)	
FIRM	
PUBLICATION	
OTHER (news rights, promotional material, web sites, logos etc.)	

The images, howsoever they may be reproduced, may only be used for the purposes declared in the application for which authorisation is granted.

If the applying person intends to publish, duplicate or license use by third parties of a reproduction in their own possession they must request new authorisation.

The applying person undertakes to deliver to Musei Civici di Como, the following:
one copy in the case of a publication (**two copies** in the case of exhibition catalogues)
one copy in the case of a typed material, data bases, lists and indexes etc. where the works are not intended for publication
one copy of photographs taken using own equipment

The applying person undertakes to always attach the following wording when citing the sources:
"Musei Civici di Como"

Como,

Signature of applying person

Personal data will be used in accordance with the provisions of the legislative decree D.LGS 196/03 for administrative purposes only.

Signature by way of acceptance

Authorisation of the curator in charge of the Collections

Authorisation from Director

Reproductions by the Museum will be available within 30 working days

Musei Civici Como

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