



Sovrintendenza Capitolina ai Beni Culturali  
Direzione Ville, Parchi storici e Musei scientifici  
Museo di Roma in Trastevere

**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.: \_\_\_\_\_

*\*The applicant have to be the same person who make payment, the vax number/tax code have to be of the same person of the applicant.*

**FORM**

**Attachment B (sheet 2)**

**REASON FOR THE REQUEST:**

- PUBBLICAZIONE
- FOR STUDY PURPOSES
- OTHER REASONS (TO SPECIFY).....

**TYPE OF PUBLICATION**

BOOK (Title):.....

SCIENTIFIC MAGAZINE/BULLETIN/DAILY/PERIODICAL

(Specify title):.....

PUBLISHER:..... YEAR.....

- |                                     |                                   |   |
|-------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> MANIFESTO  | <input type="checkbox"/> POSTER   | <input type="checkbox"/> COVER              |
| <input type="checkbox"/> TELEVISION | <input type="checkbox"/> INTERNET | <input type="checkbox"/> E-BOOK             |
| <input type="checkbox"/> CD-ROM     | <input type="checkbox"/> DVD      | <input type="checkbox"/> MULTIPLE LANGUAGES |

**ESTIMATED NO. OF COPIES:**

- LESS THAN 2000
- 2000 OR MORE THAN 2000

**ESTIMATED COST:**

- LESS THAN 80€
- 80 € OR MORE THAN 80 €

*"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."*

**DATE**

**SIGNATURE**

.....

.....

THE FOLLOWING PHOTOGRAPHIC REFERENCE MUST BE INCLUDED IN THE PUBLICATION:

© ROMA CAPITALE – SOVRINTENDENZA CAPITOLINA AI BENI CULTURALI - MUSEO DI ROMA IN TRASTEVERE

**Attachment B (sheet 3)**

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

1. Colour or black and white prints of artwork belonging to museums or collections of Roma Capitale, are produced directly by the Sovrintendenza ai Beni Culturali di Roma Capitale [here after called "Sovrintendenza"] or under the direct control of the Sovrintendenza's staff. The copyright therefore belongs to Roma Capitale, 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 Roma Capitale, 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 Roma Capitale, 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 Roma Capitale, 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**



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**PAYMENT:**

Payment with the specific indications may be made, after receiving the authorization, in the following way:

by bank draft made payable to:

Tesoreria di Roma Capitale – Sovrintendenza Capitolina ai Beni Culturali UniCredit Banca di Roma

IBAN IT69P0200805117000400017084

Reason for the payment: Sottoconto E 3.01.02.01.999.3PSP/0MM (3100294/11263) – pagamento immagini digitali Museo di Roma

SWIFT CODE: UNCRITM1O45 (O is letter, not number)

- The currency of the transfer must be EXCLUSIVELY IN EURO
- Indicate the VAT number or tax code of the person who will make the payment, so that the Economato Office can issue the invoice ([economato.sovrintendenza@comune.roma.it](mailto:economato.sovrintendenza@comune.roma.it))
- To receive the images send by email a copy of the payment