

## REQUEST FORM FOR THE REPRODUCTION AND USE OF IMAGES

I, the Undersigned \_\_\_\_\_

Born in \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Residential address: \_\_\_\_\_ in \_\_\_\_\_ no. \_\_\_\_\_

phone \_\_\_\_\_ e-mail \_\_\_\_\_

Internal Revenue Code \_\_\_\_\_

Profession \_\_\_\_\_

## REGULATIONS

*Art. 1. Object of the Regulations*

The herein specified regulations govern the conditions for the re- production and use of images preserved in the Historical Archives of the Cartiere Miliani Fabriano (ASCMF), under the trustee of Fondazione Fedrigoni Fabriano (FFF), including conditions on the issuing of authorisations for the re-production and consequent use of the images in any form.

*Art. 2. Authorisations*

Said re-production of images may be authorised for personal, study, scientific, cultural and commercial purposes pursuant to art. 107 Code for Cultural Heritage.

The images may not be either duplicated nor further reproduced even for purposes other than those specified on the request without the prior authorisation by FFF.

The authorisation shall be considered non-transferable and may not be granted to third parties, it shall be intended as non-exclusive and intended for the sole purpose requested, only after ascertaining the pre-requisites prescribed by the law governing afore-going matters.

*Art. 3. Terms and Conditions for the Request*

Requests for the re-production and use of the images/photographs shall be formalised in writing by filling in the underlying form to be sent via fax, e-mail or ordinary mail.

*Art. 4. Conditions*

The granting of said re-productions of photograph-documents by FFF shall be subject to the following conditions:

- At the moment of the request, the applicant/user shall provide all details deemed necessary for the eventual assessment of his/her request.
- No use other than that specified on the form shall be considered legitimate without a new authorisation by FFF.

- Each re-production shall indicate the source with the following words “Fondazione Fedrigoni Fabriano (FFF) - Archivio Storico Cartiere Miliani Fabriano (ASCMF)” and where possible, any details that shall facilitate the identification of the images, specifying the archival marking of the material and indicating on the imprint the wording “ granted by *Fondazione Fedrigoni Fabriano (FFF)*, as well as the warning which prohibits any further reproduction or duplication by means of any unspecified instrument.
- The authorisation grants the non-exclusive right to use the photographs requested, for the purpose agreed upon. Any subsequent editions as well as any use other than the requested use shall be granted upon request submitted to FFF.
- The material shall be used in compliance with rights of authors and third parties.  
  
In the event of exploitation for advertising or commercial purposes of photographs depicting people, places, things or brand-names covered by copyright, then shall the applicant/user obtain the authorisation issued by the author or any entitled person. FFF shall not be liable for any lack of authorisations.
- The manipulation or transformation of images shall not be allowed.
- FFF shall receive two copies for every printed work or video which reproduces the images granted by the same.

*Art. 5. Breach to the regulations*

Should the applicant breach any of the provisions of the afore-going regulations, FFF holds the right to adopt precautionary measures to protect its rights.

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**I, the Undersigned/pledges under my own responsibility, to observe the underlying Regulations set forth and REQUESTS the photograph reproduction and concession to use the following images for**

editorial       exhibition       commercial       other

**purposes**

\* Archival marking:

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**DETAILS FOR THE REQUEST OF USE CONCESSION**

Purposes, types of use and destination of images

*(Fill in only the relevant spaces)*

**Editorial Purposes**

Author of the publication \_\_\_\_\_

Title \_\_\_\_\_

Place \_\_\_\_\_ Publisher \_\_\_\_\_

No. of Photographs \_\_\_\_\_

**Exhibition Purposes**

Organizer or promoter of the exhibition (event, initiative, etc.)

\_\_\_\_\_

Title \_\_\_\_\_

Place \_\_\_\_\_ Date \_\_\_\_\_

Purposes \_\_\_\_\_

Catalogue    yes  no

**Commercial Purposes**

Reproduction purposes for sale (specify):

\_\_\_\_\_

\_\_\_\_\_

**Other** (images for personal, study, web, T.V., cinema and media purposes etc. – to be specified)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_

**NORMS ON PRIVACY LAW**

Pursuant to art. 13 and 14 of Reg. (EC) 27-4-2016 no. 2016/679/UE (GDPR), we hereby inform you that personal data will be used for the following purposes only:

- performance of service requested;
- FFF statistical purposes .

I, the undersigned \_\_\_\_\_

Hereby declare to have duly read and understood the privacy notice ad hereby authorize the use of my personal data for the abovementioned purposes.

Place \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_

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**Underlying space reserved for *Fondazione Fedrigoni Fabriano (FFF)***

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Applicant \_\_\_\_\_

Authorisation for the reproduction of the images.

Reproductions may NOT be performer for the hereafter specified reasons:

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\_\_\_\_\_

\_\_\_\_\_

Fabriano, \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Fondazione Fedrigoni Fabriano (FFF)

\_\_\_\_\_