

For the attention of the Institute/Centre

IMAGE REQUEST AND/OR AUTHORISATION FOR USE FORM

I, the undersigned Name _____ Surname _____
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Taking account of the conditions and costs as indicated in the attachment, request to obtain the reproduction of the following works:

Indicate the author, title or subject, the inventory number or location and the relative fund. For requests for reproduction from a book, indicate also the publisher, year of printing and the exact pages to be reproduced.

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Request:

- digital files
- digital files + authorisation for use
- authorisation for use (images already in my possession)

Declare that the authorisation for use is requested for the following reason:

- study or scientific research for private/personal use
- theses
- didactic use
- scientific publication
- publication of a commercial nature
- multimedia publication
- entertainment
- use on the internet and social media
- documentary
- other, specify: _____

Insert below data relating to the publication

Author(s), Editor(s) _____

Title _____

Title of the contribution _____

Publisher _____

Place _____ Year of publication _____

Languages used _____

Countries in which marketed _____

Circulation of copies/units _____ sales price _____

Intended use of the image:

internal illustration

cover

Insert below data relating to internet publication and documentary

Website _____

Social _____

Link _____

Type of contribution _____

Insert below data relating to the documentary

Title _____

Author _____

Director _____

Producer/ Editor _____

Distribution _____ Distribution channel _____

Presence of advertising commercials _____

Date of broadcast _____ Date/Period _____ Duration _____

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- to correctly indicate photo credits (in the form of 'By kind concession of the Fondazione Giorgio Cini'), besides any specific credits that shall be provided upon delivery of the images;
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_____, _____ Signature _____
(place) (date)

Fondazione Giorgio Cini

Authorisation stamp: _____

Attachment

Reproduction costs

Please note that any reproduction costs are payable by the applicant. In the event that the Institute or Centre already possesses the digital file, the reproduction costs are zero (for up to a maximum of 20 images), otherwise, it is necessary to prepare a quote as provided for in the table.

Type of shooting	Reproduction costs
Already-existing digital files	Free (up to a maximum of 20 images)
Digitalisation or photo shooting	Preparation of a quote

Rights to use

Purpose	Type of image provided	Cost per image
Study or scientific research for private/personal use	Format: jpg Resolution: low	Free
Thesis (university exams, three-year course, master's, doctorate, ...)	Format: jpg Resolution: low	Free + copy of the thesis
Didactic use	Format: jpg Resolution: low	Free
Publication of a scientific nature (open access, requests from academics for contributions in journals, conference papers, monographic studies)	Format: tif Resolution: ≥ 300 dpi	Free + 2 copies of the volume
Publication of a scientific nature by cultural institutes, exhibition and collection catalogues (Museums, Foundations, Universities, ...)	Format: tif Resolution: ≥ 300 dpi	50€+VAT (22%) + 2 copies of the volume
Publication for commercial purposes - internal - cover	Format: tif Resolution: ≥ 300 dpi	100€+ VAT (22%) + 2 copies of the volume 200€+ VAT (22%) + 2 copies of the volume
Documentary	Format: tif Resolution: ≥ 300 dpi	To be defined on the basis of the project Minimum fee: 100€+VAT (22%) + copy of the audio-visual

METHOD OF PAYMENT

The user must make the payment by bank transfer paid to:

Fondazione Giorgio Cini Onlus Ordinario
IBAN IT88 N030 6909 6061 0000 0073 122
BIC (SWIFT) BCITITMM

Reference bank: BANCA INTESA SAN PAOLO

Indicating as the reason for payment: 'Reimbursement of reproduction costs and/or rights to use images of the Fondazione Giorgio Cini'.

Bank charges for the bank transfer are payable by the applicant.

The transfer of images shall be made only after the applicant has sent the receipt of payment of the bank transfer.

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