



PHOTO REPRODUCTION REQUEST FORM

VATICAN SECRET ARCHIVES

www.archiviosegreto.vaticano.va/en/consultazione/fotoriproduzioni/

Date / /

PROT. N°

PLEASE USE CAPITAL LETTERS

PERSONAL DETAILS

Surname _____
 Name _____
 Address _____
 Zip _____ Town _____
 Country _____
 Phone _____ Fax _____
 E-mail _____
 Notes _____

INVOICE DETAILS

(if different from PERSONAL DETAILS)

Name of Company, Organization or Institute

 Other
 Surname _____
 Name _____
 V.A.T. No. _____
 Address _____
 Zip _____ Town _____
 Country _____

The above requests the Prefecture of the Vatican Secret Archives permission to reproduce:

- for private study
- for reproduction (see paragraphs 7, 8 and fill in the form «Authorization to use pictures for publishing purposes»)

for the reproduction of the documents listed on the other side of this application, please take note of the following instructions:

1. Inventories, indexes and the card indexes of the Sala Indici, the Schedario Garampi and the texts that can be consulted in the study room cannot be photoreproduced;
2. The reproduction of **entire units** (envelopes and files), parchments, documents with a hanging seal, plans, drawings, geographical maps and alike is carried out with digital procedures;
3. The delivery and possession of pictures made by any means and manner (analogical, digital, etc.) does not entail the transfer of any reproduction right, apart from those granted for study and/or publication;
4. Users are kindly required to **send the Prefecture a copy of each publication (off-print text) where the documents of the Vatican Secret Archives have been cited or employed;**
5. The shipping costs of the photo-

reproductions are to be paid by the applicant. The Archives refuse all responsibility in case of postal slip-up;

6. The photo-reproductions **will be shipped only after the invoice has been paid.** Payment should be made in one of the following ways:
 - > **from Italy:** in cash directly at the Archives; cash on delivery; by postal order; by cheque payable to Archivio Segreto Vaticano; by bank transfer on the postal current account; by credit card;
 - > **from other countries:** in local currency by cheque payable to Archivio Segreto Vaticano; by international postal order; by bank transfer in Euros on the postal current account; by credit card;
7. In the case of publication of pictures from a document for editorial reasons and/or to be shown at exhibitions, the applicant has to **previously obtain the authorization** from the Prefecture of the Archives, by filling in the form «Authorization to use

pictures for publishing purposes» and paying a publication rights fee of € **103,00** for each picture published and/or exhibited for each language edition;

8. In the publication you are obliged to adequately provide **information on the ownership of the pictures reproduced** and on copyright using the following wording: «**Copyright © Archivio Segreto Vaticano**», along with the exact indication of the **reference number**;
9. Photographic pictures cannot be reproduced, duplicated, manipulated, sold to third parties or used differently from as provided for by this form without a written permission of the Archives;
10. for any other reproduction methods and/or use different from those given above (reproduction of document facsimiles, internet, video or TV recordings teaching purposes, saving entire serials on CD/DVD or microfilm), please contact the Secretariat of the Archives.

CHARGES

DIGITAL SHOTS (.JPG)

- for formats smaller than 30x40 cm
 - up to 9 shots = € 3,50 for a shot
 - up to 99 shots = € 2,50 for a shot
 - up to 199 shots = € 1,50 for a shot
 - more than 200 shots = € 0,65 for a shot

- for formats larger than 30x40 cm
(parchments, maps, newspapers, ...)

€ 5,00 for a shot

DIGITAL IMAGE (.TIF)

- Colour - 300 dpi
€ 35,00 for an image

DIGITAL COLOUR PRINTS

- A3 (cm 29,7x42)
€ 10,00 for a print

PHOTOCOPIES

- Black and White
€ 0,60 for a photocopy

(in addition to the cost of each photocopy there is a fixed charge of € 8,00 per volume, envelope, folder, etc.)

N.B.: For a higher quality image for use in publications, it is recommended that you request «DIGITAL IMAGE (.TIF)»

Applicant's Signature _____ The Vice Prefect _____

DOCUMENTS TO BE REPRODUCED (REQUESTS ARE ACCEPTED UNTIL 12:30)

- >> Check the reference marking number of each document.
- >> The collection, volume or document to be reproduced should be cited in the correct and concise form given in the "Collection Index" available for consultation in the Index Room and the Study Room.
- >> Always indicated the stamped page number, listing individual pages and clearly indicating the recto and verso (e.g. ff. 5r, 7rv, 10r-12v); commas or semi-colons should be used to indicate separate pages; for consecutive pages simply indicate the first and last page joined by a dash (e.g. ff. 10r-12v). If modern page numbers are not available, please carefully verify and use the original page numbers.
- >> If the pages of the volume (envelope or folder) do not have page numbers, or the page numbers are not clear, please consult the staff.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____
- k. _____
- l. _____
- m. _____
- n. _____
- o. _____
- p. _____

DELIVERY INFORMATION

to be collected to be posted as specified above in personal details to be posted as specified above in invoice details

to be posted to another address:

Name of Company, Organization or Institute _____

Surname _____ Name _____

Address _____ Zip _____ Town _____

Country _____

Notes _____

RESERVED TO THE VATICAN SECRET ARCHIVES

Unità archivistiche N° _____ Scatti digitali (< 30x40) N° _____ Scatti digitali (> 30x40) N° _____

Fotocopie N° _____ Immagine digitale N° _____ Stampa digitale N° _____

Data ____/____/____ Firma _____ Fattura N° _____ del ____/____/____

Note _____