

Request for reproductions

¤For reproductions subject to payment¤

The following request form is also available for download here [1] .

Photographic reproductions:

€ 3.00 must be paid for the reproduction with personal means of each original item stored, in accordance with memorandum no. 21 issued by the General Record Office Management on 17 June 2005.

Electronic downloading of the documents from this institution's official database:

Cost per individual image (in accordance with memorandum no. 21 issued by the General Record Office Management on 17 June 2005)

- up to 2 Mb: € 3;
- from 2 to 6 Mb: € 9;
- over 6 Mb: € 12.

The undersigned agrees to:

- Carefully preserve the integrity and order of the archived items listed.
- Request authorization and make the payment in advance.
- Reproduce the materials in accordance with the times and means established by the Management.

As per the Ministerial Decree of 8 April 1994, the reproductions are requested for:

PERSONAL REASONS OR STUDY PURPOSES

The undersigned agrees not to publish or pass on to others the copies obtained and is aware that failure to respect this commitment entails prohibition of access to State Cultural Institutes and the application of the penalties provided for by the law.

ADMINISTRATIVE PURPOSES

Requests for copies on stamped paper must be made using the form «<u>Requests for certified copies of documents</u> [2] ».

MARKETING

The undersigned agrees to pay in advance the royalty fees and reproduction costs established by the head of the Institute, in accordance with memorandum no. 21 issued by the General Record Office Management on 17 June 2005.

PUBLICATION (Law no. 4 of 14/01/1993)

The undersigned will use the appropriate form to request <u>authorization for publication</u> [3] from the Manager of the Institute.

Authorization exempt from payment for the relative rights will be given for:

a) Publications with runs of fewer than 2,000 copies and a cover price lower than €77.47;



b) Scientific journals.

Request to reproduce archival documents

To the Manager of the Reggio Emilia State Records Office
Request to reproduce archival documents
The undersigned
Address
Tel.
Fax
Email
- The reproductions are requested for PERSONAL REASONS OR STUDY PURPOSES.
- The reproductions are requested for ADMINISTRATIVE PURPOSES.
- The reproductions are requested for MARKETING.
- The reproductions are requested for PUBLICATION.
- Authorization to reproduce the documents listed on the back.
- Request for electronic downloading of the documents listed on the back from this institution's official database.
- REFERENCE DETAILS OF THE DOCUMENTS FOR REPRODUCTION Collection, section, no. of item, no. of the paper R[ecto], V[erso], no. of pages, no. of copies and format.
- It is hereby certified that the user has paid the following sum in Euros to reproduce materials.
I accept the previous conditions.
The fields in bold are required



- Collegamenti
 [1] https://archiviodistatoreggioemilia.beniculturali.it/getFile.php?id=3204
 [2] https://archiviodistatoreggioemilia.beniculturali.it/index.php?en/106/issue-of-certified-copies
 [3] https://archiviodistatoreggioemilia.beniculturali.it/index.php?en/107/authorization-for-publication