

# Authorization for Publication

Following the modifications to art. 108, paragraph 3-bis, of the Cultural Heritage Code introduced by Italian Law no. 124 of 04 August 2017 (Archives General Management [circular no. 33/2017](#) [1]), the following may be done freely: «... 2) the dissemination by any means of images of cultural property, legitimately acquired, **in a way that prevents further reproduction for profit.**».

It would therefore be advisable to simplify the licensing process implemented to this point, **by replacing** a formal request for authorisation **with the sending of a simple communication to the Institution that holds the property, proposing publication of the image**, with no prejudice to the requirement to indicate the source and submit an analogue or digital copy of the document produced and one copy of the reproduction.

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“... State, regional, provincial and municipal authorities and their consortia and associations, as well as Italian mountain communities,” are exempt from the payment of stamp duty (section 16, annex B, of Italian Presidential Decree no. 642 of 26/10/1972), as are non-profit organizations (section 18 of Italian Presidential Decree no. 641 of 26/10/1972). Authorization will also be given to these organizations without a stamp affixed.

The publication must feature precise reference details of the document, the wording “With the authorization of the Italian Ministry of Cultural Heritage and Activities”, and the basic details of the authorization.

It is a legal obligation to provide the Record Office with one copy of the publication for which authorization is requested. Breach of this obligation can result in refused authorization of further requests for photographic reproduction.

The publication **for profit** rights due from the applicant, as provided for by the Decree of 8 April 1994 of the Italian Ministry of Cultural Heritage,

- are not applicable for books with runs of fewer than 2,000 copies and a price lower than €77.47, nor for scientific journals.
- In other cases, the amount due for the right to reproduce photographs taken with personal means in a printed edition in one language is €51.65 for colour photographs and €10.33 for black and white photographs.
- The money for the rights must be paid, **from Italy**, into the Italian Post Office Current Account no./IBAN IT93M076011280000000003434 in the name: *Tesoreria provinciale dello Stato – sezione di Reggio Emilia*, with the reason: *diritti di riproduzione dell'Archivio di Stato di Reggio Emilia, capo 29° cap. 2584 art. 3*; **from other Countries the no./IBAN must have followed by the BIC/SWIFT BPPIITRRXXX**. Proof of payment must be enclosed with the request for authorization for publication.

## Request for authorization for publication

To the Manager of the Reggio Emilia State Records Office

## Authorization for Publication

The undersigned

Address

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- declares that, according to the above mentioned Ministerial Decree of 08/04/1994, the edition is exempt from the payment of reproduction rights (books with runs of fewer than 2,000 copies and a cover price lower than Euro 77.00, or scientific journals)

- declares that, according to the above mentioned Ministerial Decree of 08/04/1994, the edition is not exempt from the payment of reproduction rights and therefore proof of payment of the fee due is enclosed with the present.

- States that he/she is aware of the regulations regarding photographic reproduction of cultural heritage in the Ministerial Decree of 8 April 1994 (See Official Gazette 06/05/1994 no. 104), and in particular that the authorization requested is valid for one edition in one language.

- States that he/she is aware that reproductions must feature the wording "With the authorization of the Italian Ministry of Cultural Heritage and Activities", as well as an express warning that further reproductions are not permitted

- Undertakes to state in writing that the Reggio Emilia Record Office is the institute that stores the documents and to make explicit reference to the present authorization, both if the documents are partially or totally reproduced in facsimile, and if they are published in the text or outside the text

- Undertakes to provide this Record Office with one copy or three abstracts of the work that will feature the reproductions and is aware that failure to do so will result in refused authorization to publish further documents

- Requests authorization to publish the documents listed below in the volume (state the publishing house).

- Or the journal.

- Scheduled number of copies (Please write a number than at least 3 figures, for example: 001, 003 ...)

- Cover price.

- First edition.

- Reprint with the same publisher.

- Reuse of the same master for another work.

- Please indicate the type of circulation: local, national or international.
- The documents for publication are the following (state the collection, section and item):
- I ask authorization to reproductions supplied by the Institute.
- I ask authorization for reproductions in COLOUR photographs made with personal means;
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I accept the conditions above.

The fields in bold are required

**Collegamenti**

- [1] <https://archiviodistatoreggioemilia.beniculturali.it/getFile.php?id=3189>
- [2] <https://archiviodistatoreggioemilia.beniculturali.it/getFile.php?id=3200>