

# Reproduction

29 August 2017 saw the entry into force of Italian Law no. 124 of 04 August 2017, which, in art. 1, paragraph 171, letter a), and letter 6), nos. 1) and 2), modified art. 108, paragraphs 3 and 3-*bis*, of the Cultural Heritage Code (Italian Legislative Decree no. 42 of 22 January 2004), and therefore the photocopying procedures as follows and as illustrated also in Archives General Management [circular no. 33/2017](#) [1] :

- **paragraph 3:** «No fee will be owed for reproductions requested **or made** by private parties for personal use or study purposes, or by public or private parties for cultural promotion purposes, provided this is done **on a non-profit basis**. In any event, applicants are required to reimburse the costs incurred by the administration».

- **paragraph 3 bis:** «In any case, the following activities may be performed freely, on a non-profit basis, for the purposes of study, research, free speech or creative expression, promotion of awareness of cultural heritage:

1) the reproduction of cultural property other **than archival property subject to restrictions on consultation pursuant to chapter III of this title, carried out in respect of copyright** and using procedures that do not involve any physical contact with the cultural property, **nor its exposure to light sources, nor, within cultural institutions, the use of stands or tripods**.

2) the dissemination by any means of images of cultural property, legitimately acquired, **in a way that prevents further reproduction for profit**».

Photocopies using your own resources may therefore be made freely, within the limits laid down by law, directly at your own table in the study room, for the documents being consulted.

The officials at the Reggio Emilia State Archives will supervise to ensure that no inappropriate reproduction procedures are employed that may risk damaging the documents.

- However, reproducing entire series of archives requires authorisation.
- Users are required to file a digital copy of the reproductions with the Institution.
- The tariffs applied to **remote** digital transfers and **remote** reproduction requests are hereby confirmed, as are those for reproduction **for publishing purposes** or requests for reproduction **for study purposes made at the Archives by persons who do not intend to use their own resources**. In these cases, a prior request must be submitted using the relevant [form](#) [2] .

The person concerned, who take photographs or who request electronic downloading from this institution's official database **for a fee**, pay the following fees:

- **Photographs.** € 3.00 for each item stored (in accordance with memorandum no. 21 issued by the General Record Office Management on 17 June 2005), to be paid into
  - Postal order to Italian Post Office Current Account no. 3434, or bank transfer 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.*

- **Electronic downloading.** 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 amount must be paid in the same way as the photographs. If the images downloaded on CD/DVD are sent to the applicant, the amount must be paid

into:

**from ITALY:**

- Postal order to Italian Post Office Current Account no. 3434, or bank transfer 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;  
€\_\_\_\_ rimborso spese postali e di cancelleria Archivio di Reggio Emilia, capo 29° cap. 3680 art. 3

**from OTHER COUNTRIES:**

- Postal order to Italian Post Office Current Account no. 3434, or bank transfer IBAN IT93M076011280000000003434 BIC/SWIFT BPPIITRRXXX, 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;  
€\_\_\_\_ rimborso spese postali e di cancelleria Archivio di Reggio Emilia, capo 29° cap. 3680 art. 3

**Payments won't be accepted with reason incomplete or absent.**

- Research for administrative purposes

It is possible to request legally valid authentication or certified copies of documents. If the authentication or the copies require the payment of stamp duty for administrative purposes, stamp duty must also be paid on the request.

**Collegamenti**

- [1] <https://archiviodistatoreggioemilia.beniculturali.it/getFile.php?id=3189>
- [2] <https://archiviodistatoreggioemilia.beniculturali.it/index.php?en/120/request-for-reproductions>