

Authorization to publish material on a website

Following the modifications to art. 108, paragraph 3-bis, of the Cultural Heritage Code introduced by Italian Law no. 124 of 04 August 2017 ([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 a digital copy of the document produced and a copy of the reproduction.

In order to be able to publish **for profit** a full or partial reproduction of a document from the archive, it is necessary to request the authorization from the Record Office Management. This must be done using the following form (or downloading the [pdf](#) [2] version) , complete with 2 stamps to show duty paid of € 16,00: one to affix to the request by the user and the other to be affixed to the authorization by the management.

"... 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.

Any reproduced image 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.

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

- € 51.65 for each colour image, and € 10.33 for each black and white image.
- 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 to publish material on a website

To the Manager of the Reggio Emilia State Records Office

Authorization to publish material on a website

The undersigned

Address

telephone no.

fax no.

Email

- hereby declares, in accordance with the Ministerial Decree of 8.4.94, that the publication is not exempt from paying copyright charges (their website is accessible at a cost and/or has a commercial purpose), and has therefore attached to this document proof of payment for the relevant licence fees

- declares that he/she is aware of the regulations on photographic reproduction of cultural heritage sites as per the Ministerial Decree of 8 April 1994 (Official Gazette of the Italian Republic 6.5.94 no. 104)

- will publish the images with a 72 pixel resolution without printing permission

- will mention alongside any reproduced image, the Reggio Emilia State Records Office as the institute which holds the actual documentation, making explicit reference to this concession, as well as inserting a clause stating that the images may not be reproduced

- requests to publish the following documents on their website

- The documents for publication are the following (state the collection, section and item)

- Authorization to use the following is requested for reproductions supplied by the Institute

- Authorization to use the following is requested for reproductions in COLOUR photographs made with personal means;

- Authorization to use the following is requested for reproductions in BLACK AND WHITE photographs made with personal means;

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=3203>