

**REPRODUCTION REQUEST FORM****CULTURAL ASSETS OF THE ISTITUTO DEGLI INNOCENTI**

Please send to the following e-mail address once completed: protocollo@istitutodeglinnocenti.it

I, the undersigned

profession/qualification

on his/her own behalf/as
representative of
(Company/Institution)

Address/Registered address

Tax Code/VAT Registration
Number

phone/mobile phone

e-mail

Having read the Regulations for reproductions of the cultural assets of the Istituto degli Innocenti published on <https://www.istitutodeglinnocenti.it/it/servizi/museo-degli-innocenti> in www.museodeglinnocenti.it

APPLY FOR

Authorisation to reproduce the following Work(s):

Provision of reproduction(s) by the Institute (already in its archives or to be executed ex novo)

If so, please specify in one or more of the following formats:

- Black/White photographic reproduction
- Colour photographic reproduction



- High-resolution digital image, tiff format
- High-resolution digital image, jpg format
- Audiovisual footage (in formats that are already available)

- Autonomous execution of reproduction with own means**

In this regard

I DECLARE

A) To be:

- Public entity
- Non-profit entity
- Non-profit organisation whose institutional purpose is scientific research or educational activity
- Private individual

B) Purpose of reproduction:

- Non-commercial
- Commercial

C) Objective of reproduction:

- Popularising and promoting cultural heritage
- Institutional purposes as per agreement/protocol with the Istituto degli Innocenti
- Personal use or for study, research, free expression of thought or creative expression
- Dissemination without further reproduction
- Editorial use (paper, online publications, Ebook format, cover, posters, flyers, bills, etc.).

In this case, please also specify:

· Author/editor _____

· Title _____

· Publisher/digital publication/website/other communication channels



· Language _____

· Product type and characteristics _____

· Circulation/number of downloads (for Ebooks or online publications) _____

· Distribution territories _____

· Cover price _____

Editorial use for audiovisual products (films, documentaries, short films, video clips, commercials, etc.):

In this case, please also specify:

· Author _____

· Title _____

· Producer _____

· Communication channels

· Language _____

· Dissemination territories



· Modes of distribution/dissemination _____

· Distribution/dissemination period _____

· Concept/storyboard provided as an attachment _____

·

· Type and characteristics of the product/project _____

Promotional and advertising use (including merchandising)

In this case, please also specify:

· Description and characteristics of the individual piece

· Dissemination territories

· Modes of distribution/dissemination

· Distribution/dissemination period _____

· No. of pieces to be made

· Selling price of each piece _____

· Concept/storyboard provided as an attachment _____

Further details on the purpose of the request:

D) Autonomous execution with own means of reproduction

Autonomous execution with own means: tools

If so, please specify:

without the use of tools such as scanners, tripods, stands, drones or light sources

with the use of tools such as scanners, tripods, stands, drones or light sources

Autonomous execution with own means: time frame

If so, please specify the dates on which you intend to take the images:

Autonomous execution with own means: timetable

during the Institute's opening hours

outside public opening hours

Autonomous execution with own means, with temporary and significant occupancy of Institute's areas and premises

If so, please specify for each execution day:

· the expected number of hours of occupancy of the Institute's areas and premises

Date

Date

Date

up to three hours

up to three hours

up to three hours

up to six hours

up to six hours

up to six hours

over 6 hours

over 6 hours

over 6 hours

· the Institute's areas and premises to be occupied for filming



Date	Date	Date
<input type="checkbox"/> The Innocenti Museum	<input type="checkbox"/> The Innocenti Museum	<input type="checkbox"/> The Innocenti Museum
<input type="checkbox"/> Women's Courtyard	<input type="checkbox"/> Women's Courtyard	<input type="checkbox"/> Women's Courtyard
<input type="checkbox"/> Salone Brunelleschi	<input type="checkbox"/> Salone Brunelleschi	<input type="checkbox"/> Salone Brunelleschi
<input type="checkbox"/> Salone Borghini	<input type="checkbox"/> Salone Borghini	<input type="checkbox"/> Salone Borghini
<input type="checkbox"/> Salone delle Compagnie	<input type="checkbox"/> Salone delle Compagnie	<input type="checkbox"/> Salone delle Compagnie
<input type="checkbox"/> Other Institute's premises and areas	<input type="checkbox"/> Other Institute's premises and areas	<input type="checkbox"/> Other Institute's premises and areas

Autonomous execution with own means to reproduce the Work(s): format

If so, please specify in one or more of the following formats:

- High-resolution digital image, tiff format
- High-resolution digital image, jpg format
- Audiovisual filming

If so, please specify how the filming will be carried out:

E) Guarantee/Insurance cover _____

(confirmation of full collectability to be attached at the time of filming)

According to the *Regulations for the Reproductions of the Cultural Assets of the Istituto degli Innocenti* (approved by Resolution of the Board of Directors no. 18 of 8 April 2024), the Applicant

UNDERTAKES TO:

- pay in advance the amounts that will be notified by the Institute once this request has been processed, as per Table of Fees attached to the Regulations and/or communicated by the Institute;
- fully comply with the *Regulations for Reproductions of the Cultural Assets of the Istituto degli Innocenti*, published on <https://www.istitutodeglinnocenti.it/it/servizi/museo-degli-innocenti> and on www.museodeglinnocenti.it which the applicant has read and understood;

- provide in advance, if requested, a specimen of each reproduction in order to issue the authorisation to use the reproduction;
- provide all extra information and clarifications requested by the Institute;
- at least one copy of the reproduction executed by applicants with the Institute's authorisation and at least two full specimens of the documents, texts or media that they contain must be delivered to the Institute at no cost for the Institute itself.
- not to use the reproductions for purposes other than those indicated above;
- unless otherwise stated in the authorisations issued for the reproduction, quote the title and author of the original Work and the words "*Courtesy of Istituto degli Innocenti. No further reproduction or duplication is allowed*". If images downloaded from digital archives or websites and channels pertaining to the Istituto degli Innocenti and the Museo degli Innocenti are used, the concession must also include the URL of the resource that has been used.

In any case, reproductions may not be used for purposes or in ways that harm the image of the Work or the Institute.

Date and place

Applicant's signature

Please note that the applicant's personal data will be processed by the Istituto degli Innocenti exclusively by the people specifically appointed to perform the service that has been requested in accordance with the **Privacy Notice** drawn up pursuant to Article 13 of EU Regulation 2016/679 (GDPR) and available at any time for the applicant at <https://www.istitutodeglinnocenti.it/it/privacy>

This Policy may be updated at any time due to changes in the Institute's practices and procedures. Should the Institute intend to process the applicant's personal data for purposes other and/or additional to that for which they were collected, prior to such further processing, the Institute shall provide the individual concerned the updated privacy notice and will also publish it on the aforementioned website.

Date and place

Applicant's signature

SPACE RESERVED FOR THE INSTITUTE

Authorisation has been granted



Date and place

Signature
