

# Photographic Archive of the Sacred Convent of Saint Francis in Assisi

## Request Form for granting of image reproduction rights (for the purpose of PUBLICATION)

This form, duly completed in every part and signed, should be scanned and sent via email in PDF format, together with the photocopy of a valid identity document of the applicant, to the following address: [archiviofotsc@gmail.com](mailto:archiviofotsc@gmail.com)

### Applicant's data

First and last name	
Qualification or profession	
Institution	
Street and no.	
Postcode/ Zip code	
City	
State	
Tel.	
Fax	
E-mail	
tax code or VAT	

### Received registration (if the data differ from those provided above)

Social reason	
Street and no.	
Postcode/ Zip code	
City	
State	
tax code or VAT	

The undersigned asks the Director of the photographic Archives of the Sacred Convent of St. Francis in Assisi to grant reproduction rights of the following images solely for the project described in this form:

1.	
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The images must have the following characteristics:

(a) for digital copies: size, resolution and format (e.g. : cm 24 x 12, 300 dpi, .tiff):
(b) for the paper copies: size, whether color or black and white, paper type (e.g. : cm 21 x 24, color, glossy paper):

Furthermore declares that the images will be used for the following publications or publishing project:

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Title	
Publishing house	
Date	
Cover price	
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Language	
Any further editions	<input type="checkbox"/> italian <input type="checkbox"/> english <input type="checkbox"/> french <input type="checkbox"/> german <input type="checkbox"/> spanish <input type="checkbox"/> japanese <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Diffusion	<input type="checkbox"/> Italy national national <input type="checkbox"/> other nation: _____ <input type="checkbox"/> international: _____ <input type="checkbox"/> world
Indicate if the image is destined to cover	<input type="checkbox"/> yes <input type="checkbox"/> no

Furthermore declares: (a) not to use the reproductions made for a different reason than the one described above without a new authorization of the Photographic Archive of the Sacred Convent of Saint Francis in Assisi; (b) to observe the national and international rules on authors' rights and copyright; and (c) to send to this Archive within six months of the request of images two copies of the publication in which they were used or the indication of how to access the online resources; (d) to ensure free and permanent access to the person responsible of the photographic archive where the images are used within an online resource with limited access.

Place and date: \_\_\_\_\_

Signature: \_\_\_\_\_