

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

### **Rules for the authorization of new photo shooting and videographic filming**

The shooting of photos and videographic filming in the complex of the cultural heritage of the Papal Basilica and the Sacred Convent of Saint Francis in Assisi (henceforth: sancturay complex) - constituting a unique historical, artistic and religious value of interest - must comply with the applicable ecclesiastical and civil legislation . Therefore:

1. The authorisation to new footage may be granted after detailed presentation, using the proper forms, of the relevant project, in which they will be specified: (a) the identity and possible business name of the applicant and the possible author of shooting; (b) the nature and purpose of the initiative; (c) details of authors and subjects of the works to play; (d) characteristics of the instrument and the media by which eventual reproductions will be performed; (e) commercial value of any product that is intended to produce; (f) the number of copies of which the applicant intends to trade; (g) dates and times for filming, which must be approved by the persons responsible of the offices for the specific areas of the sanctuary complex involved in the footage.
2. The permissions for each type of photo shooting or video will be granted by Fr. Custos as superiore of the General Custody of the Sacred Convent of Saint Francis of Assisi, after an assessment of the nature of the initiative. He may possibly delegate the matter to the Director of the photographic archive.
3. Images or filming produced or requested may be used only within the framework of the project presented: any reprint or re-use of them requires a new authorization. It is to be excluded that the authors or the clients of new services, photos and video can acquire the right to sell the images or anyway to be able to sell to third parties for any reason.
4. Within three weeks from the date of delivery, the Sanctuary complex in accordance to article 5 C. 1 Of the D. M. Mibact of 04.20.2005 , must grant the " definitive nihil obstat " needed to proceed to the final use of the product made by the applicant. All copies finally on the market will bear the endorsement (within the meaning of Art. 5 C. 3 And 4 DM cit. ) - located on the back or inside of the product sold - "reproduction occurred with the authorisation of the Photographic Archive of the Sacred Convent of Saint Francis in Assisi" and that will be prohibited any further riproduction and with any means.

5. Within six months from the authorisation applicants are required to deliver to the photographic archive of the Sanctuary complex a copy of the images or filming products, accompanied by a disclaimer that guarantees to the Archive itself the free use of them, including the right of publication and sale.
6. The images and video products must be used correctly, in the respect of their specific religious value.
7. If the material produced or obtained is inserted in a publication of any kind, even in digital format, the authorisation by the photographic archives of the Sacred Convent of Saint Francis in Assisi should be clearly expressed . Two copies of the publication should be sent to the Archive itself.
8. The authorisation of new footage, the provision of copies of existing images, and the granting of the rights of reproduction are subject to prior payment of a fee, which will be fixed from time to time, in consideration of the characteristics of the request and communicated to the applicant in a form of quotation. Any costs for the supervisory personnel, the extraordinary consumption and any other charges that may be necessary for every shot to be carried out must be borne by the applicant . For every payment of a fee regular invoice will be delivered.
9. Fr. Custos, responsible of the Sancturay complex, can check the application of these rules and the current legislation and, in the event of an incorrect usage of the material produced or obtained, will assert his rights even legally.

Furthermore acknowledges that having read the "Rules for the authorization of new photo shooting and videographic filming" received attached to this module, undertakes to comply with them in their entirety. Particularly undertakes: (a) to indicate that the publication of the images was authorised by the "Photographic Archive of the Sacred Convent of Saint Francis in Assisi, Italy"; (b) not to assign to a third party reproductions made or their copies; (c) not to use for a different design from the one described above, without a new authorisation of the Photographic Archive of the Sacred Convent of Saint Francis of Assisi, and the reproductions made; (d) to observe the national and international rules on copyright; and (e) to send to this Archive within six months of the granting of consent a copy in digital format of the transmission fulfilled or the indication of the mode of access to online resources; (f) 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.