



casva
gli archivi del progetto a Milano

DIREZIONE CULTURA
UNITÀ PROGETTI SPECIALI E FABBRICA DEL VAPORE
Via Procaccini, 4
20154 Milano
+39 02 88454499
c.bibliocasva@comune.milano.it

REQUEST FOR THE USE OF IMAGES

In accordance with the Regulation for Civici Istituti d'Arte, Scienza e Storia (art. 9) and with the Municipal Council's deliberation G.C. n. 3175/2002, the Direction of the unit "Progetti Speciali e Fabbrica del Vapore" invites you to read the information and fill in the above conditions of concession for the use of images of works of art and documents preserved in our Institute. It is reported that in accordance with the same Regulation the authorization to the use of images can be denied.

The following form, duly signed, must be sent to this Direction, together with any copy of payment of fees (if due). Images will be sent after the reception of the payment receipt.

The undersigned:

Surname and name

Company name

Tax ID code

VAT number

Residence or tax domicile

Telephone and fax

E-mail

Requests the concession to the use of images, photographs or digital copies of works in the attached list for the following purpose:

1	Images for personal study, iconographic research and school or academical research.
2	Images intended for scientific publications and editions (on any medium) made by museums, universities, research institutes, cultural and non-profit associations and institutions
3	Images intended for editions of any genre, on any medium, or for the realization of exhibitions and cultural events.
4	Images for promotional or commercial use which does not comprehend the realization of publications, or any other use not mentioned in the cases 1, 2, 3.
5	Images for activities agreed with the Municipality, governed by convention or contract.

Hereby undertakes:

- To clearly indicate the ownership of the works by Milan Municipality in the published reproduction (on any medium), quoting *Comune di Milano - CASVA*;
- To deliver a copy of the publications in which the images are reproduced and constitute a substantial part of them, or upon request by the Direction;
- To deliver a copy of newly acquired images for documentation;
- In case of use for on-line publications or on digital/informatic supports (cd-rom, dvd, e-book, etc.), to comply with the following technical characteristics: JPG format with 72 DPI resolution and maximum 600x400 PIX; an exemption may be granted only to applicants who guarantee other measures to prevent the removal of images;
- To comply to any further prescription given by this Direction regarding fees for the use of images, if due. Please remember that costs for photographic material are distinct from costs for the reproduction of images;
- To comply with Italian copyright law (art. 2575 c.c. and law n. 633 22/04/1941 and subsequent additions);
- To not copy, transfer or publish the images requested in the future. No use other than that authorized can be considered legitimate without further authorization of this Direction.

Signing this conditions constitutes a commitment to their observance

Date and signature
