

REPRODUCTIONS OF CULTURAL PROPERTY BELONGING TO THE CITY MUSEUMS AND ART GALLERIES

(summary of regulation no. 1606 approved September 16, 1997)

ART. 1 - CATALOGUE - PHOTO ARCHIVE

1. The archive documenting the city of Verona's cultural property was established in 1854 at the time the city museum was founded. This documentation is located at the following sites: Castelvecchio Museum, Roman Theatre Archaeological Museum, Maffeian Lapidary Museum, and the Gallery of Modern Art. The purpose of this archive is to gather, catalogue, and make available to the public reproductions of the works of art, museums and monuments pertinent to this sector (as described in the regulations of the committee assigned to oversee the City's monuments, dated July 21, 1923), as well as additional sites added later. The list follows:

Castelvecchio Museum and the della Scala castle, including the della Scala bridge, Borsari gateway, Morone Hall in the S. Bernardino complex; Maffeian Museum, Gateways to Piazza Bra, pentagonal tower, the Gran Guardia building, Arena amphitheatre; Juliet's House, Lamberti Tower, Gardello Tower, Council Loggia, della Scala buildings and excavations, della Scala tomb; Gallery of Modern Art, S. Giorgetto; Fresco Museum - Juliet's tomb; city gateways and walls.

2. The organisation and management of the archive are the responsibility of the museum director's office.

Art. 2 - REPRODUCTIONS OF CULTURAL PROPERTY

Given the need to oversee the physical and cultural integrity of the cultural property of the city of Verona, the government guidelines to this effect (particularly with regard to casts) and the regulations regarding reproductions and authors' rights, the authority to make reproductions and the use of this material (photographs, negatives, slides, film, tapes, optical disks, facsimiles, casts, architectural drawings, drawings and other) are subject to prior permission.

The archive supplies, on written request and with the approval of the director's office, reproductions of works of art in the museums and art galleries of the city of Verona, on payment of the fees outlined in the attached fee schedule.

If the material requested is not already available from the archive, the director's office will arrange to have new reproductions made, at the expense of the applicant requesting them, or, alternatively, will authorise the applicant requesting them to make reproductions on payment of the established fee.

ART. 3 - REPRODUCTIONS NOT SUBJECT TO FEE PAYMENT

The acquisition of reproductions for strictly personal use or for purposes of study are subject only to reimbursement of the actual costs incurred by the administration, as outlined in art. 8, par. 2 and 6 (in the case of reproductions made by the applicant) and art. 9. In fact, authors of university thesis, articles, monographs, etc. concerning cultural property belonging to the city or in the city museums must present a copy of their respective completed work to the director's office.

Reproductions and films/tapes for institutional use of a rigorously technical-scientific nature (research, exhibitions, etc.) are not subject to payment.

Also exempt from reproduction fees are periodical publications and monographs of a scientific nature.

ART. 4 - PHOTOGRAPHIC AND CINEMATIC REPRODUCTIONS, DRAWINGS

All photographic negatives, even if made at the request of an applicant, remain the property of the archive. Photographic and cinematic material relative to works belonging to the Verona city museums, even if already in possession of outside parties, cannot be reproduced without the authorisation of the director's office and payment of the relative fees for reproduction.

The director's office may ask for a copy of a reproduction made by an applicant before it is distributed for public viewing and if it is not deemed appropriate may revoke permission to use this reproduction.

ART. 5 - COLOUR TRANSPARENCIES

To borrow colour transparencies a written request must be submitted. Such transparencies must be returned within a maximum of 5 months.

If the transparencies are returned late, a late-charge will be added to the prescribed rental fee.

Each colour transparency must be returned in its original envelope with its relative accompanying documentation.

If the transparency is damaged, the borrower will be charged for its duplication.

The rental fee must be paid even if the transparency is not used for reproduction.

Payment of the rental fee entitles the borrower to one-time use of the transparency for one printed edition in one language. For successive editions, as well as for any other use, the borrower must present a specific request in writing to the administration and must pay for the relative reproduction rights.

Use of colour transparencies must respect eventual author's and third-party rights.

The duplication or transfer to others of the borrowed colour transparencies is strictly forbidden. No use, other than that which has been declared, is allowed without the previous written authorisation of the administration.

ART. 6 - BLACK-AND-WHITE AND COLOUR PHOTOGRAPHS

1. Black-and-white and colour photographs are sold to the applicant, and thus do not have to be returned after their use.

ART. 7 - 24 x 36 cm. SLIDES

For 24 x 36 slides, return is requested if specified by the director's office. They may not be printed or copied for any use.

Slides may only be projected for non-commercial use. Any use other than that stated on the written request must be authorised by the director's office and the respective fee must be paid.

ART. 8 - PHOTOGRAPHIC, CINEMATIC OR TELEVISION SERVICES NOT UNDERTAKEN BY THE CIVIC MUSEUMS

Requests to undertake photographic, cinematic or television services of cultural property belonging to the Verona museums, or of the museums themselves or other monuments, must be presented to the director's office and must contain an exact list of the works and sites that will be photographed or filmed.

The applicant, who will be authorised on payment of the established fee, must:

--reimburse any expenses for technical assistance required for the service;

--for colour transparencies and slides, makes copies of the frames and deliver an original set to the director's office;

--for black-and-white and colour photographs, in accordance with the specific requests of the director's office: either deliver the roll, developed and printed or test prints and a selection of negatives, or copy the frames and deliver a full set of negatives;

--use the reproductions exclusively for the purposes specified in the request;

--not give third-parties use of the photographic or cinematic materials.

Fees and compensation for the photographic or cinematic services do not include expenses incurred by the administration, which will be determined case by case.

The director's office has the option to ask for a security deposit to be established based on the sites utilised.

Photographs relative to current news coverage are exempt from fees.

The photographic or cinematic services may be undertaken only during the indicated times and in the manner prescribed by the director's office.

ART. 9 - DRAWINGS AND ARCHITECTURAL DRAWINGS

The originals of drawings made of works in the museums, or architectural elements belonging to buildings or of the buildings themselves, even if made by order of the applicant or by the applicant himself, remain in the archive of the civic museums.

ART. 10 - CASTS

The matrixes of casts, taken only after specific authorisation and in accordance with law no. 1089 of 1939, will be delivered after their use to the office of the director of the city museums.

If exhibited in public, such casts must be accompanied by a label citing where the original is located.

The execution of casts by request of other cultural institutions (such as museums) or for other cultural use may be exempt from payment of reproduction fees.

ART. 11 - USE OF BUILDINGS FOR EVENTS NOT ORGANISED BY THE CITY ADMINISTRATION (CULTURAL EVENTS, MEETINGS, ETC.)

The occasional use of spaces belonging to the city museums sector is subject to a fee to be evaluated on a case-by-case basis.

ART. 12 - LIABILITY

The administration is exempt from liability for accidental damages to things or to persons provoked by or due to the actions of the grantees.

The administration remains exempt in addition from liability for eventual damages to things or to persons during photographic or cine-television services undertaken in the museums.

ART. 13 - UPDATES

The attached fee schedule may be updated periodically.

FEE SCHEDULE

Reproductions supplied by the city administration (archive).

For black-and-white prints, colour prints, slides and transparencies, microfilm, enlargements, architectural and other drawings, graphic materials, and casts, the cost sustained for the preparation of such reproductions must be paid by the applicant, whether for a copy or a new reproduction; payment may be made directly to the person responsible for making the reproduction. The administration reserves the right to increase the fee to cover research and secretarial expenses, by a percentage to be established on a case-by-case basis. This sum will be paid into the city accounts.

Reproduction rights.

To reproduce photographic or graphic materials supplied by the administration in a printed edition (newspaper, magazine, brochure, etc.) in one language, the applicant must pay a fee equivalent to twice the cost of purchase of said reproduction (as described above);

in any case the administration reserves the right to evaluate on a case-by-case basis and to change the cost of rental and of reproduction rights according to the use of the reproduction and the eventual promotional value to the city museums and monuments for such reproduction.

Reproductions executed by the applicant

To take photographs without use of a flash or tripod, inside the Castelvechio, Maffeian, or Fresco Museums during a regular tourist visit: L. 5.000.

For colour photos or slides: L. 50.000 for each photograph of a given subject.

For black-and-white photos: L. 10.000 for each photograph of a given subject.

For cinematic/television shoots: daily fees range from a minimum of L. 500.000 to a maximum of L. 4.000.000 for each monument or museum; for single works of art housed in the museums the fee is no less than L. 50.000 per work of art.

For wedding photography shoots where sites are opened for the occasion, the minimum fee is L. 100.000 per monument or museum (with the exception of "Juliet's Tomb", the usual site of non-church weddings); payment of the fee confers right of entry only to the bride and groom, their witnesses and the photographers, while any guests must pay the regular entrance fee.

For architectural drawings: L. 10.000 each.

These fees include reproduction rights for one printed edition (newspaper, magazine, brochure, etc.) or one television screening. For other uses or for transfer of rights for commercial use, an agreement must be reached with the administration and the fee established on a case-by-case basis.

For casts: L. 200.000 each.