



Attachment B
Authorisation request forms
Commercial use (1) and non-commercial use (2)

1 - Request form for commercial use reproductions

Protocol N° _____

To the Director/Manager _____

Name and Surname _____ job title/qualification _____

Company/Institution Name _____

Town /State /Area Code _____

Street Address _____

Telephone _____ email _____

I hereby ask authorisation to:

reproduce with own means (*please give details of instruments used*)

reproduce using the services offered by the library and pay any fees due

use existing images held in databases owned by the University of Florence

the following item (please specify): _____

Location/call number : _____

Author: _____

Title: _____

Place and date of publication : _____

Pages/ sheets to be reproduced - expected reproduction time: _____



For the following commercial use:

Editorial

Type (printed matter, electronic, online, other): _____

Author/Title : _____

Language/s of publication: _____

Publisher _____

Expected print run: _____ Cover price: _____

Website: http:// _____

Exhibition

Title: _____

Place and Date: _____

Organiser/Promoter: _____

Audiovisual

Type (video, documentary, film, other): _____

Author/Title: _____

Director: _____

Producer/Rights owner _____

Distribution channels (free tv, pay tv...) _____

Other _____

Following the *Regulations for the reproduction of audiovisual material of the University of Florence* the applicant is committed to

- pay in advance any publication rights as communicated by library staff
- donate n° _____ copies of the reproductions made and n° _____ copies of the final product;
- use the reproductions solely for the purpose indicated above;
- cite the original work: "Used by permission of the University of Florence", with explicit mention that any further rights are reserved. In case of use of images downloaded from the the University of Florence website the rights permission byline must mention the complete URL of the source.

The applicant declares that he/she is fully aware of all regulations pertaining cultural heritage items, especially of articles 107-109 of the Codice dei Beni Culturali e del Paesaggio and of Law L.633/41 on Copyright.

False declarations are subjected to sanctions as per art. 485 of the Italian Penal Code. The applicant consents to the use of their personal data as per law D.Lgs. 30 June 2003 n. 196, art. 13. Data will be treated exclusively by authorised personnel and for the purposes of delivering the requested services and internal statistics.

Date

Signature of applicant



UNIVERSITÀ
DEGLI STUDI
FIRENZE

FOR ADMINISTRATION USE ONLY

Authorisation refused for the following reasons:

Authorisation granted at the following conditions:

A. exempt from publication rights

B. subject to payment of publishing rights for a total of € _____

How to pay the fees:

Cash

Bank transfer to account IBAN: IT 88 A 02008 02837 000041126939 in the name of:
Università degli Studi di Firenze-Ateneo.

Payment description: : <Name of the unit> – Pagamento diritti di pubblicazione

Date

The Director/ Manager



2 - Request form for non-commercial use reproductions

To the Director/Manager _____

Name and Surname _____ job title/qualification _____

Company/Institution Name _____

Town /State /Area Code _____

Street Address _____

Telephone _____ email _____

I hereby ask authorisation to:

reproduce with own means (*please give details of instruments used*) _____

reproduce using the services offered by the library and pay any fees due

use existing images held in databases owned by the University of Florence

the following heritage item (please specify): _____

Location /call number : _____

Author: _____

Title: _____

Place and date of publication: _____

Pages/ sheets to be reproduced - expected reproduction time: _____



for the following non commercial use:

- personal study research and teaching not-for-profit cultural event
- other _____

Following the *Regulations for the reproduction of audiovisual material of the University of Florence* the applicant is committed to :

- not use reproductions for purposes other than the ones stated;
- hand in to the Library 1 copy of the reproduction;
- cite the original work and mention: "Used by permission of the University of Florence", with the explicit mention that any further rights are reserved. In case of use of images downloaded from the digital archives or the University webpages the copyright byline must mention the complete URL of the source.

The applicant declares that he/she is fully aware of all regulations pertaining cultural heritage items, especially of articles 107-109 of the Codice dei Beni Culturali e del Paesaggio and of Law L.633/41 on Copyright.

False declarations are subjected to sanctions as per art. 485 of the Italian Penal Code. The undersigned consents to the use of their personal data as per law D.Lgs. 30 June 2003 n. 196, art. 13. Data will be treated exclusively by authorised personnel and for the purposes of delivering the requested services and for internal statistics.

Date

Applicant's signature

Authorisation granted

Authorisation refused for the following reasons :

The Director/ Manager _____