



PONTIFICIA COMMISSIONE
DI ARCHEOLOGIA SACRA

RULES REGARDING THE PHOTOGRAPHIC ARCHIVES SERVICE

1. GENERAL INFORMATION

The Photographic Archives of the Pontifical Commission for Sacred Archaeology (PCSA) provides upon request the photographic material related to the Christian Catacombs of Rome and Italy for which the Holy See maintains the availability together with the responsibility for their care (according to the provisions of Art. 12.2 of the *Inter Sanctam Sedem et Italiam Conventiones* of February 18, 1984 ratified with Law 25/3/1985, No. 121).

All the material provided by the Photographic Archives cannot be reproduced without the PCSA's specific authorization and payment of the relative reproduction fees (See point 3). This also holds for the reproduction of PCSA material that is already in the customer's possession or already published in other publications.

Moreover, the material provided by the Photographic Archives cannot be requested or given for third parties.

2. TYPES OF PHOTOGRAPHIC MATERIAL AVAILABLE

The PCSA Photographic Archives provides the following types of photographic material:

- **TIFF uncompressed full-resolution**
- **JPEG full-resolution**
- **JPEG intermediate resolution**
- **JPEG WEB**

3. REPRODUCTION FEES

These must be paid to the PCSA for any reproduction of material from the Photographic Archives. To request the right of reproduction, the customer must compile the appropriate part in the request form.

In calculating the reproduction fees, the PCSA will take into consideration the publishing use of the reproduction. In fact, the following publishing uses will be distinguished:

- Publications of a scientific nature with a limited circulation;
- Publications of a disseminating and commercial nature;
- Publications for other possible commercial uses;
- Publications for computer media;

- Publications on Internet sites (only JPEG WEB).

The right of reproduction is granted for a precise period of time for only one publishing use, in only one language or in more than one language in only one country or in more than one country. For any subsequent and/or further publishing use of PCSA images that are already in one's possession, a new authorization from the PCSA is required and the relative reproduction fees must be paid. The right of reproduction granted is not exclusive.

4. INDICATION OF THE SOURCE

For the photographs provided by the PCSA, the following must be indicated: "Photo Pontifical Commission for Sacred Archaeology" or "Photo PCSA Archives".

For photographs taken by the applicant, the following must be indicated: "With the permission of the Pontifical Commission for Sacred Archaeology" or "With the permission of the PCSA Archives".

5. PAYMENT

The order will only be sent after receiving confirmation that payment has been made of the amount indicated in the offer bill issued by the Pontifical Commission for Sacred Archaeology. Payment can be made directly at the offices of the PCSA, by sending a non-transferable, cashier's check made out to the Pontifical Commission for Sacred Archaeology, or by payment to the following bank account:

From abroad to:

Banca Nazionale del Lavoro
Filiale Roma
(IBAN) IT95 U010 0503 2110 0000 0001 625
(BIC / SWIFT) BNLIITRRXXX

In the name of the Pontifical Commission for Sacred Archaeology
In the cause of payment, the number of the document must be indicated.

6. RESPONSIBILITY

Anyone who requests photographic material from the PCSA Archives is required to know and observe the present Rules, which must be accepted and undersigned below. Failure to observe the Rules, particularly with regard to granting the rights of reproduction, and any false statements of intent in the act of making the requests are punishable by law.

FEES FOR REPRODUCTIONS FROM PCSA NEGATIVES AND RIGHTS OF REPRODUCTION

1. DIGITAL IMAGES

Format	Unit price*
JPEG WEB	€ 10,00
JPEG intermediate resolution	€ 15,00
JPEG full-resolution	€ 25,00
TIFF uncompressed full-resolution	€ 35,00

2. REPRODUCTION FEES (for each individual image for one edition)

Scientific publication use

	<i>scientific</i>	<i>commercial</i>	<i>other uses *</i>	<i>computer media **</i>	<i>Internet ***</i>
<i>One language in one country</i> Testo	€ 35,00	€ 85,00	€ 175,00	€ 255,00	€ 250,00
<i>Several languages in one country</i>	€ 50,00	€ 115,00	€ 205,00	€ 285,00	€ 250,00
<i>One language in several countries</i>	€ 70,00	€ 155,00	€ 255,00	€ 325,00	€ 250,00
<i>Several languages in several countries (Worldwide)</i>	€ 100,00	€ 200,00	€ 300,00	€ 370,00	€ 250,00

* television and audiovisual use (video cassette, CD, DVD, etc.); publications on calendars, book covers, records, compact disc, audio-video cassette and similar, low resolution Internet sites (only 72 dpi 640 x 480 images).

** (72 dpi 600x800) CD, DVD, BD, E-Book, etc.

***(72 dpi 600x800) only Worldwide reproduction fees.

For any re-editions in one or more languages, a specific request must be sent to the Pontifical Commission for Sacred Archaeology.

Enclosure No. 2
To the Secretary of the
Pontifical Commission for
Sacred Archaeology
Via Napoleone III, 1
00185 ROME, Italy

HEADING:

First and last names
Role
Institution.....
Tax code/Vat number
Address.....
Postal Code..... City.....
Country.....
Phone Fax
e-mail.....

PHOTOGRAPHIC ORDER

[In the event that you do not know the inventory number, give a detailed description or attach other documentation (photocopies or bibliographical indications)]:

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FORMAT

- JPEG WEB (72 dpi 600x800)**
- JPEG intermediate resolution**
- JPEG full-resolution**
- TIFF uncompressed full-resolution**

PERMISSION RIGHTS OF REPRODUCTION for the following images:

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TYPE OF PUBLICATION

Author.....
Title
Publication (printed, informatics support, Internet site)
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- scientific nature
- commercial nature
- other commercial uses
- computer media
- Internet

- One language in one country
- Several languages in one country
- One language in several countries
- Several languages in several countries (Worldwide)

- no request to duplicate images but only for reproduction rights

ADDRESSEE OF BILL IF DIFFERENT FROM APPLICANT:

First and last names
Institution.....
Tax code/VAT number.....
Address.....
Postal Code..... City.....
Country.....
Phone..... Fax.....
e-mail.....

It is understood that the conditions of the Rules regarding the Photographic Archives are accepted.

Applicant's signature: _____

Date: _____