



REQUEST NO. \_\_\_\_\_

INVOICE NO. \_\_\_\_\_

**PERSONAL DETAILS OF APPLICANT**

NAME AND SURNAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ NO. \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

CITY \_\_\_\_\_

STATE/COUNTRY \_\_\_\_\_

TEL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

\_\_\_\_\_

Applicant requests copies of materials indicated below pursuant to the following terms and conditions:

**SHIPPING AND DELIVERY**

Material should be:  Picked up at BAV  Shipped  
 Check this box if delivery will be to the address indicated above, otherwise fill in below.

NAME AND SURNAME \_\_\_\_\_

INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_ NO. \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ CITY \_\_\_\_\_

STATE/COUNTRY \_\_\_\_\_

TEL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

\_\_\_\_\_

Ten weeks time should be allowed from time of request to expected delivery; materials are shipped at applicant's own risk.

**PAYMENT**

Applicant will pay charges for preparation and delivery of images in accordance with the attached fee schedule.  
 Specify whether payment will be made at BAV's premises:  Yes  No.  
 Accepted ways of payments will be specified on BAV invoice (credit card, cheque, bank money transfer).  
 Payment is expected upon receipt of material and invoice.  
 BAV will not issue invoices or pro forma invoices before delivery.

**INVOICING**

All charges for this application should be invoiced to the following :  
 Check this box if the invoice should be sent to the delivery address, otherwise fill in below.

NAME OF PERSON OR INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_ NO. \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ CITY \_\_\_\_\_

STATE/COUNTRY \_\_\_\_\_

TEL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

V.A.T. NUMBER (OR EQUIVALENT TAX CODE) \_\_\_\_\_

\_\_\_\_\_

**INFORMATION**

**THIS FORM, ONCE COMPLETED, SHOULD BE SENT, MAILED OR DELIVERED TO:**

- BAV WEBSITE BY ON-LINE APPLICATION [[HTTP://WWW.VATICANLIBRARY.VA](http://www.vaticanlibrary.va)]
- BAV STAFF IN THE READING ROOM OR IN THE BAV "BUSINESS OFFICE"
- VIA FAX TO: +39 / 06.698.79464
- THE FOLLOWING ADDRESS: VATICAN APOSTOLIC LIBRARY  
 OFFICE FOR REPRODUCTIONS AND RIGHTS  
 00120 VATICAN CITY

## IMAGE(S) REQUESTED

Identify image(s) requested and, for each of them, the format requested among those specified below:

**If necessary, please enclose additional pages, assigning a number to each requested image.**

**NUMBER OF PAGES ADDED TO THIS DOCUMENTATION:**  1  2  3  4  5  \_\_\_\_

**Shelf-marks and pages must be indicated legibly, completely and accurately. In case of doubt, please provide both the old and the new numbering, and enclose any other descriptive material or documentation which you may have (e.g. photocopies, for already published images; catalog references; etc.).**

**The BAV catalog (OPAC) may be consulted online at the address <http://www.vaticanlibrary.va/>**

**\*FIELDS MARKED WITH AN ASTERISK ARE REQUIRED**

1. SHELF MARK\* \_\_\_\_\_

AUTHOR \_\_\_\_\_

TITLE (+ VOL) \_\_\_\_\_

YEAR \_\_\_\_\_ FOLIOS/PAGES\* \_\_\_\_\_

FORMAT OF REQUESTED IMAGES (*please see the list of formats and fees below*):

FORMAT \*:            A.  B.  C.  D.  E.  F.  G.  H.

SPECIAL OPTIONS:    X.  Y.

2. SHELF MARK\* \_\_\_\_\_

AUTHOR \_\_\_\_\_

TITLE (+ VOL) \_\_\_\_\_

YEAR \_\_\_\_\_ FOLIOS/PAGES\* \_\_\_\_\_

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SPECIAL OPTIONS:    X.  Y.

3. SHELF MARK\* \_\_\_\_\_

AUTHOR \_\_\_\_\_

TITLE (+ VOL) \_\_\_\_\_

YEAR \_\_\_\_\_ FOLIOS/PAGES\* \_\_\_\_\_

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SPECIAL OPTIONS:    X.  Y.

4. SHELF MARK\* \_\_\_\_\_

AUTHOR \_\_\_\_\_

TITLE (+ VOL) \_\_\_\_\_

YEAR \_\_\_\_\_ FOLIOS/PAGES\* \_\_\_\_\_

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SPECIAL OPTIONS:    X.  Y.

5. SHELF MARK\* \_\_\_\_\_

AUTHOR \_\_\_\_\_

TITLE (+ VOL) \_\_\_\_\_

YEAR \_\_\_\_\_ FOLIOS/PAGES\* \_\_\_\_\_

FORMAT OF REQUESTED IMAGES (*please see the list of formats and fees below*):

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SPECIAL OPTIONS:    X.  Y.

## AVAILABLE FORMATS AND FEES

BAV reserves the right to fill requests as far as is technically possible, including the use of any already existing materials in its possession.

	FORMAT	DESCRIPTION	FEES
A	PHOTOCOPY	ONLY FROM PRINTED VOLUMES PUBLISHED BETWEEN 1601 AND 1990	THE FIRST PHOTOCOPY FROM EACH VOLUME: € 8,00 SUBSEQUENT PHOTOCOPY FROM THE SAME VOLUME: € 0,26
B	B/W PRINT (PHOTOGRAFIC PAPER)	FORMAT: A4 21 X 29,7 CM PHOTOGRAFIC PAPER	THE FIRST PRINT FROM EACH VOLUME: € 18,00 EACH SUBSEQUENT PRINT FROM THE SAME VOLUME: € 10,00 COINS AND MEDALS (BOTH SIDES): € 28,00
C	COLOR PRINT (NON PHOTOGRAFIC PAPER)	FORMAT: A4 21 X 29,7 CM NON PHOTOGRAFIC PAPER	THE FIRST PRINT FROM EACH VOLUME: € 18,00 SUBSEQUENT PRINT FROM THE SAME VOLUME: € 12,00 COINS AND MEDALS (BOTH SIDES): € 30,00
D	PLASTER CAST	COINS AND MEDALS	SINGLE SIDE: € 50,00
E	B/W MICROFILM	ENTIRE VOLUMES ONLY	1-100 FOLIA (= 1-200 PAGES): € 50,00 EACH SUBSEQUENT GROUP OF 50 FOLIA (= 100 PAGES): € 20,00
F	CD-ROM (FROM MICROFILM B/W)	ENTIRE VOLUMES ONLY	1-100 FOLIA (= 1-200 PAGES): € 50,00 EACH SUBSEQUENT GROUP OF 50 FOLIA (= 100 PAGES): € 20,00
G	PRINTS FROM MICROFILM	FORMAT: A4 21 X 29,7 CM NON PHOTOGRAFIC PAPER	THE FIRST PRINT FROM EACH VOLUME: € 8,00 EACH SUBSEQUENT PRINT FROM THE SAME VOLUME: € 0,50
H	FILE TIFF 72 DPI	RESOLUTION: 72 DPI	SINGLE FILE: € 30,00

### SPECIAL OPTIONS

- X scan in ultra-violet light (add 50% to price listed above)  
 Y detail (e.g. of a miniature) (add 50% to price listed above)

### TERMS AND CONDITIONS

In connection with and as part of this request for copies of material in the collection of the BAV, which BAV may or may not accept in its sole discretion, I represent, understand and agree that:

- The material will be used only for purposes of private study and only by me and will be kept in my personal custody and control at all times;
- All the information I provided in this form or anyway in connection with this request is truthful and accurate;
- The material will not be copied, transferred, transmitted, reproduced or published in any form or format by me to any other person or entity;
- I will treat the material as copyrighted by the BAV, and with respect thereto will respect, observe and comply with all national and international laws, rules and regulations with respect to the rights of authors and publishers, with respect to copyright or other intellectual property;
- Use of the material for any purpose other than private study requires additional consent of the BAV, which may or may not be granted, in its sole discretion and if such permission is granted, requires the payment of additional fees. For purposes of clarity, I understand that this request does not include any right to: print or publish the material in any form or format, perform any material publicly, distribute any material for teaching purposes, use any material at conferences, or make any copies or distribution of any kind, or to store or maintain any material on any computer network or website;
- Violation of these terms will cause serious and potentially irreparable injury to the BAV, its collection, and its rights and interests thereto;
- If and to the extent any person is involved in the activities relating to the material provided hereunder, I will be responsible that the conduct of such person(s) conform to these Terms and Conditions.
- My use of the material is governed by these terms and conditions, which shall be interpreted and construed exclusively pursuant to the laws of the State of Vatican City;
- In connection with any claimed violation by me or other dispute in connection with this request, I irrevocably agree that I will seek to resolve and consent to resolution of such matters by the appropriate judicial authority in the State of Vatican City. Without prejudice to my obligation to initiate proceedings as provided in the prior provision, BAV may, at its discretion, submit any dispute with me arising in relation to this application to any court of competent jurisdiction, including, but not limited to the appropriate judicial authority in the State of Vatican City.

I approve the above terms and conditions:

Date (day / month / year): / /  Applicant signature \_\_\_\_\_

I specifically agree to the following terms and conditions: 3 (Forbidden activities); 5 (Excluded rights); 7 (Liability for third party conduct); 8 (Applicable law); 9 (Applicable jurisdiction).

Date (day / month / year): / /  Applicant signature \_\_\_\_\_

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VISTO PER LA BAV

**ADDITIONAL PAGE FOR REQUESTING IMAGES**

**REQUEST FOR PROFESSIONAL USE OF IMAGES**

NAME AND SURNAME

DATE OF REQUEST (day / month / year): / /

PAGE  OF  ENCLOSED PAGES

\*FIELDS MARKED WITH AN ASTERISK ARE REQUIRED

N.  SHELF MARK\*

AUTHOR

TITLE (+ VOL)

YEAR  FOLIOS/PAGES\*

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SPECIAL OPTIONS:    X.  Y.

N.  SHELF MARK\*

AUTHOR

TITLE (+ VOL)

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SPECIAL OPTIONS:    X.  Y.

**Signature of Applicant**

**Date (day / month / year):** / /

