Request for use of images
for Private Study

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REQUEST
FOR USE OF IMAGES
FOR PRIVATE STUDY

PERSONAL DETAILS OF APPLICANT

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ADDRESS
POSTAL CODE
CITY
STATE/COUNTRY
TEL
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
POSTAL CODE
CITY
STATE/COUNTRY
TEL
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
POSTAL CODE
CITY
STATE/COUNTRY
TEL
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]
- BAV STAFF IN THE READING ROOM OR IN THE BAV “BUSINESS OFFICE”
- VIA FAX TO: +39 / 06.698.79464
- THE FOLLOWING ADDRESS: VATICAN APOTOLIC 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*

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   **AUTHOR**

   **TITLE (+ VOL)**

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   Folios/Pages*

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

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

   **SPECIAL OPTIONS**: X. □  Y. □

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   **SPECIAL OPTIONS**: X. □  Y. □

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   **SPECIAL OPTIONS**: X. □  Y. □
G
F
E
B
A

I specifically agree to the following terms and conditions: 3 (Forbidden activities); 5 (Excluded rights); 7 (Liability for third party

Date (day / month / year):

I approve the above terms and conditions:

9.
8.
6.
5.
4.
3.
2.
1.

in its sole discretion, I represent, understand and agree that:

X

SPECIAL OPTIONS

scan in ultra-violet light (add 50% to price listed above)

Y

infrared (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:

1. 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;

2. All the information I provided in this form or anyway in connection with this request is truthful and accurate;

3. The material will not be copied, transferred, transmitted, reproduced or published in any form or format by me to any
other person or entity;

4. 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;

5. 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;

6. Violation of these terms will cause serious and potentially irreparable injury to the BAV, its collection, and its rights and
interests thereto;

7. 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.

8. 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;

9. 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
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Date (day / month / year): [ ]/ [ ]/ [ ]  Applicant signature

Download this form at:

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VISTO PER LA BAV

Request for use of images for Private Study

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Tel. +39/06.698.79407 - +39/06.698.83301 - Fax +39/06.698.79464 - +39/06.698.84795
### 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*

1. **Shelf mark**

2. **Author**

3. **Title (+ Vol.)**

4. **Year **

**FORMAT of requested Images (please see the list of formats and fees above):**

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**Signature of Applicant**

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

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