

REGULATIONS ON TAKING PHOTOGRAPHS OR FILMING, ON USING AND PUBLISHING THE IMAGES AND/OR VIDEO FOOTAGE FROM THE LEONARDO MUSEUM IN VINCI AND LEONARDO'S BIRTHPLACE IN ANCHIANO; AND REGULATIONS ON USING AND PUBLISHING IMAGES AND/OR VIDEO FOOTAGE BELONGING TO THE LEONARDO MUSEUM IN VINCI; AND RULES GOVERNING THE PROVISION OF FEE-BASED SERVICES BY THE BIBLIOTECA LEONARDIANA.

Chapter I: Filming for cinema or television usage in the Leonardo Museum and in Leonardo's Birthplace in Anchiano

Article 1

This Chapter regulates all aspects relating to the process of filming for cinema or television purposes, as well as the usage of the footage reproducing items from the Leonardo Museum in Vinci and from Leonardo's Birthplace in Anchiano (hereinafter collectively called “the Museum”); the management of the Museum reserves the right to make exceptions, in cases that are of specific interest to the Museum and the Municipality of Vinci.

Article 2

The right to benefit economically from reproductions of items making up the Museum's collection shall pertain exclusively to the Museum itself.

Article 3

Economic exploitation of image rights shall include:

- a) reproduction rights;
- b) dissemination rights;
- c) distribution rights.

Article 4

The Museum is entitled to sell to third parties the rights listed in Article 3 above, in exchange for the payment of a fee that shall be established every year by the Municipal institutions as part of the process of budgeting for the following year, in conformity with Article 108 of Legislative Decree no. 42, dated 22.01.2004, entitled “Law on cultural and landscape assets”.

The Museum may sell reproduction rights solely for publishing and/or commercial and/or personal usage. The Museum may also authorize usage for websites.

Article 5

Reproduction rights for publishing purposes shall mean exclusively the usage of video footage for an audiovisual production to be released exclusively in the medium/format, in the language(s) and the country(ies) expressly listed on the Authorization Request Form.

Sale of rights for television broadcasting shall mean the right to broadcast the video footage for the number of times and on the television networks specifically listed on the Authorization Request Form.

In the case of further editions, reprints, repeat television broadcasts or reruns, as well as any different form of usage of the video footage, a further Authorization Request shall be submitted to the Museum management, and reproduction rights as laid out in Article 6 below shall be paid.

Reproduction rights for commercial use shall mean solely and exclusively the sale of the reproduction rights pertaining to the video footage for a single type of commercial medium (POP, promotion, advertising, etc.).

Reproduction rights for footage for personal use expressly excludes any kind of distribution and/or dissemination.

Article 6

Reproductions for personal use, for study/research use, or granted to public entities for the purpose of promoting the asset involved, shall not be required to pay the reproduction fees as established in Article 3; they shall be liable only for the reimbursement of any expense incurred by the Museum management. Any reproduction for publishing/commercial purposes shall be required to pay the fees as established in Article 3 above, in conformity with the measures contained in Legislative Decree 42/2004, Article 108.

Article 7

Prior authorization is required in order to film for cinema or television usage, and in order to use the footage. Applicants shall submit a request on the Authorization Request Forms, in which they undertake to observe the general conditions of these Regulations. Authorizations shall be granted by the Museum management based on the information provided on applicant's Authorization Request Form. All authorizations entail the obligation for the applicant to give the Leonardo Museum a copy of the original video footage or of the audiovisual product made from it. All authorizations are personal and shall not be given/sold to third parties who are not identified in the Authorization Request Form submitted by applicant, for the use stated in the Form. Reproduction rights granted to applicants are never exclusive rights.

Article 8

The Museum reserves the right to deny authorization for filming and/or publication and/or broadcasting and/or distribution of video footage, justifying its refusal, based on the overriding goal of protecting the conservation and the cultural dignity of the assets and the buildings.

Article 9

Once Authorization has been granted, applicant shall pay the fee to the Museum. The payment order must specify the payment reason (fees for reproduction/publication rights due to Leonardo Museum – Vinci) and payment shall be made by **bank transfer to: Tesoreria comunale del Comune di Vinci c/o Banca di Credito Cooperativo di Cambiano, Agenzia di Vinci, Via Giovanni XXIII, n.12, IBAN IT81P0842538170000030290746; or by postal order to Italian Post Office current account no. 120501, beneficiary: Comune di Vinci - Servizio di Tesoreria.**

Article 10

The audiovisual product shall be preceded and/or accompanied by a title or caption stating "Filming authorized by the Leonardo Museum – Vinci" and shall include the Museum's logo.

In a case in which, for documented technical reasons, it is not possible to put a caption on the finished audiovisual product, the above statement shall be included in the credits, alongside the Museum's logo.

Article 11

The Museum is entitled to claim the ownership of the copyright of all assets as detailed in Article 1 above, and has the right to reject any filmed reproduction that in any way alters or deforms or modifies its authentic image, thereby jeopardizing its prestige and reputation.

Article 12

The Museum shall not be held liable for any damage that may be caused to objects or persons during the actual filming in the Leonardo Museum or in Leonardo's Birthplace in Anchiano. Compensation for any damage caused shall be paid by applicant to the person(s) affected.

Article 13

Filming shall be planned for times when the Museum is closed to the public, or for times to be decided jointly with Museum management. Any expenditure incurred by the management, which shall be calculated on a case to case basis, shall be charged to applicant.

Article 14

In all cases not covered by the above articles, the use of video footage reproducing the assets belonging to the Museum is prohibited, since it does not have the required authorization. Any unauthorized usage of such footage shall incur the compulsory payment of damages, to compensate the Museum's economic and reputational losses.

Article 15

Any infringement of these Regulations shall entail the cancellation of the authorization.

Article 16

Any aspect or issue not expressly addressed in these Regulations shall be governed by the relevant law in force at the time.

Chapter II: Taking photographs in the Leonardo Museum and Leonardo's Birthplace in Anchiano

Article 1

This Chapter regulates all aspects relating to the taking of photographs, as well as the usage of the photographs reproducing items from the Leonardo Museum in Vinci and from Leonardo's Birthplace in Anchiano (hereinafter collectively called "the Museum"); the management of the Museum reserves the right to make exceptions, in cases that are of specific interest to the Museum and the Municipality of Vinci.

Article 2

The right to benefit economically from reproductions of items making up the Museum's collection shall pertain exclusively to the Museum itself.

Article 3

Economic exploitation of image rights shall include:

- a) reproduction rights;
- b) dissemination rights;
- c) distribution rights.

Article 4

The Museum is entitled to sell to third parties the rights listed in Article 3 above, in exchange for the payment of a fee that shall be established every year by the Municipal institutions as part of the process of budgeting for the following year, in conformity with Article 108 of Legislative Decree no. 42, dated 22.01.2004, entitled "Law on cultural and landscape assets".

The Museum may sell reproduction rights solely for publishing and/or commercial and/or personal usage. The Museum may also authorize usage for websites.

Article 5

Reproduction rights for publishing purposes shall mean exclusively the usage of photographs for a single publication, for a single medium. In the case of periodicals or daily newspapers, the rights shall be understood as covering a single publication, once, in a single language and for distribution in a single country. In the case of books, publications in instalments, encyclopaedias, etc., the rights shall cover a single work, a single edition and in a single language.

Reproduction rights for commercial use shall mean solely and exclusively the sale of the reproduction rights for a single type of commercial medium (POP, promotion, advertising, etc.).

Reproduction rights for personal use expressly excludes any kind of distribution and/or dissemination.

Article 6

Reproductions for personal use, for study/research use, or granted to public entities for the purpose of promoting the asset involved, shall not be required to pay the reproduction fees as established in Article 3; they shall be liable only for the reimbursement of any expense incurred by the Museum management.

Any reproduction for publishing/commercial purposes shall be required to pay the fees as established in Article 3 above, in conformity with the measures contained in Legislative Decree 42/2004, Article 108.

Article 7

Prior authorization is required in order to take photographs and in order to reproduce them. Applicants shall submit a request on the Authorization Request Forms, in which they undertake to observe the general conditions of these Regulations. Authorizations shall be granted by the Museum management based on the information provided on applicant's Authorization Request Form.

All authorizations entail the obligation for the applicant to give the Leonardo Museum a copy of all photographs taken.

Should the photographs taken effectively be used for publishing/commercial purposes, the applicant undertakes to send the Museum a copy (two copies, in the case of exhibition catalogues) of the whole publication in which the photographs have been reproduced. All authorizations are personal and shall not be given/sold to third parties who are not identified in the Authorization Request Form submitted by applicant, for the use stated in the Form. Reproduction rights granted to applicants are never exclusive rights.

Article 8

The Museum reserves the right to deny authorization for taking of photographs and/or publication and/or dissemination and/or distribution of such photographs, justifying its refusal, based on the overriding goal of protecting the conservation and the cultural dignity of the assets and the buildings.

Article 9

Once Authorization has been granted, applicant shall pay the fee to the Museum. The payment order must specify the payment reason (fees for reproduction/publication rights due to Leonardo Museum – Vinci) and payment shall be made by **bank transfer to: Tesoreria comunale del Comune di Vinci c/o Banca di Credito Cooperativo di Cambiano, Agenzia di Vinci, Via Giovanni XXIII, n.12, IBAN IT81P0842538170000030290746; or by postal order to Italian Post Office current account no. 120501, beneficiary: Comune di Vinci - Servizio di Tesoreria.**

Article 10

Any photograph reproduced shall be accompanied by a caption stating, according to the specific nature of the item or work of art reproduced, the title, the author, its date and location. The photographic references relating to it shall state "Reproduction authorized by the Leonardo Museum – Vinci".

Article 11

The Museum is entitled to claim the ownership of the copyright of all assets as detailed in Article 1 above, and has the right to reject any filmed reproduction that in any way alters or deforms or modifies its authentic image, thereby jeopardizing its prestige and reputation.

Article 12

The Museum shall not be held liable for any damage that may be caused to objects or persons during the actual taking of photographs in the Leonardo Museum or in Leonardo's Birthplace in Anchiano. Compensation for any damage caused shall be paid by applicant to the person(s) affected.

Article 13

The taking of photographs shall be planned for times when the Museum is closed to the public, or for times to be decided jointly with Museum management. Any expenditure incurred by the management, which shall be calculated on a case to case basis, shall be charged to applicant.

Article 14

In all cases not covered by the above articles, the use of photographs reproducing the assets belonging to the Museum is prohibited, since it does not have the required authorization. Any unauthorized usage of such images shall incur the compulsory payment of damages, to compensate the Museum's economic and reputational losses.

Article 15

Any infringement of these Regulations shall entail the cancellation of the authorization.

Article 16

Any aspect or issue not expressly addressed in these Regulations shall be governed by the relevant law in force at the time.

Chapter III: Using photographs and video footage belonging to the Leonardo Museum in Vinci.

Article 1

This Chapter regulates all aspects relating to the reproduction of images and the use of photographs and video footage belonging to the Leonardo Museum in Vinci (hereinafter called “the Museum”); the management of the Museum reserves the right to make exceptions, in cases that are of specific interest to the Museum and the Municipality of Vinci, as well as to Leonardo's Birthplace in Anchiano.

Article 2

The right to benefit economically from reproductions of items making up the Museum's collection shall pertain exclusively to the Museum itself.

Article 3

Economic exploitation of image rights shall include:

- a) reproduction rights;
- b) dissemination rights;
- c) distribution rights.

Article 4

The Museum is entitled to sell to third parties the rights listed in Article 3 above, in exchange for the payment of a fee that shall be established every year by the Municipal institutions as part of the process of budgeting for the following year, in conformity with Article 108 of Legislative Decree no. 42, dated 22.01.2004, entitled “Law on cultural and landscape assets”.

The Museum may sell reproduction rights solely for publishing and/or commercial and/or personal usage. The Museum may also authorize usage for websites.

Article 5

Reproduction rights for publishing purposes shall mean exclusively the usage of photographs for a single publication, for a single medium. In the case of periodicals or daily newspapers, the rights shall be understood as covering a single publication, once, in a single language and for distribution in a single country. In the case of books, publications in instalments, encyclopaedias, etc., the rights shall cover a single work, a single edition and in a single language.

Reproduction rights for commercial use shall mean solely and exclusively the sale of the reproduction rights for a single type of commercial medium (POP, promotion, advertising, etc.).

Reproduction rights for personal use expressly excludes any kind of distribution and/or dissemination.

Article 6

Reproductions for personal use, for study/research use, or granted to public entities for the purpose of promoting the asset involved, shall not be required to pay the reproduction fees as established in Article 3; they shall be liable only for the reimbursement of any expense incurred by the Museum management.

Any reproduction for publishing/commercial purposes shall be required to pay the fees as established in Article 3 above, in conformity with the measures contained in Legislative Decree 42/2004, Article 108.

Article 7

Prior authorization is required in order to publish any photograph. Applicants shall submit a request on the Authorization Request Forms, in which they undertake to observe the general conditions of these Regulations. Authorizations shall be granted by the Museum management based on the information provided on applicant's Authorization Request Form.

All authorizations entail the obligation for the applicant to send the Leonardo Museum a copy (two copies, in the case of exhibition catalogues) of the whole publication in which the photograph has been reproduced. All authorizations are personal and shall not be given/sold to third parties who are not identified in the Authorization Request Form submitted by applicant, for the use stated in the Form. Reproduction rights granted to applicants are never exclusive rights.

Article 8

The Museum reserves the right to deny authorization for the publication and/or dissemination and/or distribution of a photographic image, justifying its refusal.

Article 9

Once Authorization has been granted, applicant shall pay the fee to the Museum. The payment order must specify the payment reason (fees for reproduction/publication rights due to Leonardo Museum – Vinci) and payment shall be made by **bank transfer to: Tesoreria comunale del Comune di Vinci c/o Banca di Credito Cooperativo di Cambiano, Agenzia di Vinci, Via Giovanni XXIII, n.12, IBAN IT81P0842538170000030290746; or by postal order to Italian Post Office current account no. 120501, beneficiary: Comune di Vinci - Servizio di Tesoreria.**

The Museum shall send the photograph requested to applicant only once it receives a copy of the payment slip showing that the fee has been paid by bank transfer or postal order.

Article 10

No reproduction shall alter the image provided in any way. Images shall not be reduced, fragmented or have text printed over them (for example, with coloured lettering, or another image). Any photograph reproduced shall be accompanied by a caption stating, according to the specific nature of the item or work of art reproduced, the title, the author, its date and location. The photographic references relating to it shall state "Reproduction authorized by the Leonardo Museum – Vinci".

Article 11

In all cases not covered by the above articles, the use of photographic reproductions of the assets belonging to the Museum is prohibited, since it does not have the required authorization. Any unauthorized usage of such reproductions shall incur the compulsory payment of damages, to compensate the Museum's economic and reputational losses.

Article 12

Any infringement of these Regulations shall entail the cancellation of the authorization.

Article 13

Any aspect or issue not expressly addressed in these Regulations shall be governed by the relevant law in force at the time.

Chapter IV. Rules governing the provision of fee-based services by the Biblioteca Leonardiana

Introduction

The Rules in this chapter implement the measures envisaged in Law no. 21 of the Region of Tuscany, dated 25.02.2010, entitled “Single Act of all provisions governing cultural assets, institutions and activities”, and especially those norms contained in Chapter III on “Libraries and Archives”; this chapter also implements Decree no. 22/R, passed by the President of the Region of Tuscany, dated 6 June 2011, which implements the above-mentioned law, and adopts the “Regulations implementing the Single Act of all provisions governing cultural assets, institutions and activities”.

Article 1

The following services are considered basic function of the public documentation system and are therefore to be provided free of charge: access, consultation, local lending, information on the use of the library and/or archive, basic advisory services on bibliographies and documents, internet access; all of these services are subject to the limitations provided for in the legislation in force and the measures envisaged in the library's regulations.

(Decree of the President of the Regional Government – D.P.G.R, no.22/R, dated 2011, article 6: General criteria for the definition of the fees to be charged for the use of libraries and archives, paragraphs 1-2).

Article 2

For other services, over and above the basic ones listed in Article 1 above, entailing additional internal or external costs, libraries and archives may charge a fee. And, in particular, they may charge a fee for the following services: specific personalized requests, inter-library loans, soft or hard copy reproduction of documents or catalogues.

(Decree of the President of the Regional Government – D.P.G.R, no.22/R, dated 2011, article 6: General criteria for the definition of the fees to be charged for the use of libraries and archives, paragraph 3).

Article 3

The cost of advisory services exceeding the service envisaged in Article 1 above, in both libraries and archives, shall be calculated based on the hourly cost of staff involved, and any further costs incurred in the retrieval of information sources by the library or archive.

(Decree of the President of the Regional Government – D.P.G.R, no.22/R, dated 2011, article 6: General criteria for the definition of the fees to be charged for the use of libraries and archives, paragraph 3, item c).

Article 4

Revenues from charges envisaged in Articles 2-3 above shall be considered a total or partial reimbursement of the costs incurred by the library in the provision of the service.

(Decree of the President of the Regional Government – D.P.G.R, no.22/R, dated 2011, article 6: General criteria for the definition of the fees to be charged for the use of libraries and archives, paragraph 3, item b).

Article 5

The following list includes the individual services that will be provided free of charge and/or for a fee, based on the norms envisaged in this Chapter IV, Articles 1-3 above; the amount of the fee shall be established by the Municipality of Vinci annually, in the budget for the upcoming calendar year:

- Local lending
- Inter-library loans
- Basic advisory services on bibliographies and documents
- Photocopies / Prints / Digital photo-reproductions (pdf)
- Optically scanned images (formats jpg or tiff)
- Data saved on optical support and masterization
- Cost of optical support in document acquisition
- Document delivery (excluding reproduction costs)
- Advisory and consultancy service on bibliographies and documents, and assistance for television/video recording for teaching purposes
- Advisory and consultancy service on bibliographies and documents, and assistance for television/video recording for commercial purposes
 - Reproduction rights for publishing usage (printed or electronic publications) or for film or television productions (including web publications)
 - Internet connection
 - Sale of products published by the Museum and the Library