

**Administrative revenue
stamp € 16,00**

(only for AUTHORISATION,
[https://pagonline.cultura.gov.it/
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Ministero della Cultura

ARCHIVIO DI STATO DI BOLOGNA

REQUEST FOR PERMISSION TO PUBLISH

Director of the State Archive of Bologna

The undersigned, born in
....., the, resident
in, street/square,
.....,
email.....,

1) NOTIFIES THE INTENT TO PUBLISH ON

Publications and scientific journals (specify author/editor, title, publisher, place and date of publication):

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Publications and educational journals (specify author/editor, title, publisher, place and date of edition):

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Catalogues of art, exhibitions and cultural events with a circulation of up to 4000 copies (specify author/editor, title, publisher, place and date of edition):

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Publications in newspapers and periodicals (please specify):

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No-profit *online* publications¹ (please specify):

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¹ In the case of online publications that do not benefit from advertising or commercial fee-based access.

Exhibition, scientific, didactic and educational materials, private communication materials with non-profit cultural heritage valorisation purposes (please specify):

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Dissertation (please specify):

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.....

Or

2) ASKS TO BE AUTHORISED TO PUBLISH ON

Printed catalogues of art, exhibitions and cultural events (with a circulation of more than 4000 copies) or distributed online for a fee:

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Temporary exhibition for profit (please specify):

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Permanent exhibition for profit (please specify):

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Printed publications other than scientific or educational (specify author/editor, title, publisher, place and date of edition, print run):

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Audiovisual projections and/or immersive exhibitions (please specify):

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Merchandising (reproductions of our material on commercial products of any kind)

Promotional and advertising use (association between image and brand)

Cover publications (please specify):

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The following documents kept by the State Archives of Bologna [give details of: archival collection, number, part number, card number, recto/verso. If you need, add a list of documents attached]

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The undersigned declares to be aware of the provisions governing the rights of reproduction and use of cultural heritage, and undertakes not to use reproductions other than that stated in this application.

The undersigned undertakes to quote this Institution as holder of the documents and to submit one copy of the publication, knowing that the failure to deliver results in the refusal to publish additional future reproductions.

Signature², Date

Notification only (option 1 of the form), which does not require payment of either the fee based on the rate table or the revenue stamp, is due in the following cases :

- reproductions of cultural assets and their re-use for volumes that are recognised by the granting institution as having a scientific and academic status (contributions in volumes, proceedings of national and international conferences);
- reproductions of cultural assets and their re-use for volumes and journals recognised by the granting institution as having a didactic and educational content;
- reproductions of cultural assets and their re-use for catalogues of art, exhibitions and cultural events with a circulation of up to 4,000 copies;
- reproductions of cultural assets and their re-use for scientific journals (e.g. Peer Review);
- reproductions of cultural assets and their re-use for publications in newspapers and periodicals in the exercise of the right to report;
- reproductions of cultural assets and their re-use for publications freely accessible by anyone without payment of a price (so-called open access);
- reproductions of cultural assets made independently by anyone (e.g. students, scholars, researchers, university lecturers) for non-profit purposes and not intended for sale;
- reproductions of cultural assets and their re-use for the creation of exhibition, scientific, didactic and educational material for exhibitions and cultural events organised by a department of the Ministry or by public and private institutions for the purpose of promoting the cultural heritage on a non-profit basis. In case of requests relating to a large number of pictures, they are free only within the framework of institutional collaboration agreements. It should be noted that the admission fee is not sufficient in itself to characterise a valorisation initiative as profit-making, but the totality of the circumstances in which the initiative is implemented must be assessed.

To obtain authorisation, an application (option 2 of the communication/authorisation form) must be submitted, accompanied by an appropriately cancelled administrative revenue stamp (€ 16.00). Alternatively, the application can be electronically stamped using the Buy @e.bollo service and sent by e-mail, together with the required attachments.

The payment of the revenue stamp is not due by the administrations of the State, Regions, Provinces, Municipalities, their consortia and associations, as well as mountain communities, and ONLUSes, which may avail themselves, respectively, of the exemption in accordance with table all. B, artt. 27-bis and 16 of DPR 642/1972.

Following publication, a copy of the work produced, also in pdf format, must in any case be delivered to the State Archives of Bologna.

² In case of telematic transmission, please attach a photocopy of a valid identity document (in accordance with Art. 65 of D. Lgs. 82/2005).