

## ORDER FORM – PHOTO DEPARTMENT CEGESOMA

Return to: Isabelle Sampieri, CEGESOMA, 29, Square de l'Aviation, 1070 Brussels, Belgium

| Reference of the images:   |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| <ul> <li>The reproductions (delivered in jpeg in a resolution of 72 dpi) will be used for strictly personal purposes or will be included in a study or thesis which will not be published. They will neither be published nor be made public in any other way, including on the Internet. Under no circumstances will they be handed on to third parties without the written authorisation of the CEGESOMA. The reproduction costs amount to 2,50 €per photograph. The administrative costs (3,75 €per order) and postage costs must be added to this sum.</li> <li>The reproductions will be used for non-personal purposes (publication, exhibition, film, etc.). They will be delivered in jpeg in a resolution of 300 dpi. All published reproductions must bear the mention "collections CEGESOMA – Brussels" followed by the reference of the image. The applicant is obliged to send a free copy of the publication (one per publication in each language that it is published) to CEGESOMA.</li> </ul>   |  |  |  |  |  |
| 1. If the CEGESOMA holds the copyright of the images, exceptions allowed, a 20 € fee for   |  |  |  |  |  |
| copyright and rights of the author must be added for each black and white picture to the reproduction, postage and administrative costs.  2. If the CEGESOMA does not hold the copyright of the reproduction, and the entitled parties are known, the applicant will undertake the necessary steps to obtain permission for publication and submit written proof of this permission to the CEGESOMA. In this case, only the reproduction, postage and administrative costs will be charged by the CEGESOMA.  3. If the CEGESOMA does not hold the copyright and the entitled parties are unknown, the CEGESOMA reserves the right to refuse a copy of the images.  4. If the provenance of the pictures is completely unknown, the mention "rights reserved" will be joined to the image and the following sentence "The author of this publication/the filmmaker has, in spite of all actions taken, not been able to trace the origin of some of the images. Should the rightful claimants recognise themselves in these photographs they can contact + contact information of the publisher/of the producer" must be inserted in the beginning or the end of the publication. In this case, the publisher/the producer will be the sole responsible for the publication of the photographs. Only the reproduction, postage and administrative costs will be charged by the CEGESOMA., not the copyright.  TITLE OF THE PUBLICATION:  AUTHOR:  EDITOR:  PUBLICATION DATE:  CIRCULATION/NUMBER OF COPIES  Would you like to receive digitised copies of these images by email or on CD-rom (the automatic choice when the order exceeds 5 copies) |  |  |  |  |  |
| NAME and surname (or name of the institution) to which the pictures must be addressed):  |  |  |  |  |  |
| VAT nr :Address :  |  |  |  |  |  |
| Email: Telephone:  |  |  |  |  |  |
| NAME and surname (or name of the institution) to which the invoice must be addressed):  VAT nr: Address: Telephone:  |  |  |  |  |  |

Date and signature :