

Museum Collections and Documents Reproduction Request Form

File No.	<input type="text"/>
Observations/ manager	<input type="text"/>

[fields to be filled in by the Museum]

Please fill in and sign the following request form and send it to the Museum's Documentation Department at informacion.mceramica@cultura.gob.es. By signing this document, you agree to comply with the rules detailed on the reverse side.

Date of request:	<input type="text"/>		
Surname, Name:	<input type="text"/>		
ID Card/Passport no.:	<input type="text"/>	Telephone number	<input type="text"/>
Postal address St./Sq./Ave. no.:	<input type="text"/>		
Town/City:	<input type="text"/>	Postcode	<input type="text"/>
Country:	<input type="text"/>		
E-mail:	<input type="text"/>		

Digital reproductions requested

(Specify the accession number(s), otherwise include any useful information about the object: title, description, date, author)

The applicant declares that the reproductions will be used for the following purposes:

Publication

Exhibition

Research

Others (specify)

Title:

Place:

Year:

General rules

- All requests for reproductions of the museographic or documentary holdings of the Museum should be sent to the Documentation Department, along with the personal details of the person or institution requesting them.
- In the case that the reproduction is not included within the holdings of the Museum's photographic archive, the applicant will bear the costs of taking the photographs. In this event, the photographer will assign the image exploitation rights to the MCU and provide the Museum with a high resolution copy of the image, with the corresponding metadata: author, date of completion, accession no. of the pieces, etc.
- The use of reproductions for purposes other than those previously authorised by the Museum is strictly prohibited. Any other use must be expressly authorised by the Museum's Management Department and be approved by it.
- The credits used for the image in the publication will follow the Museum's guidelines; in any case, they will include the following data: [Photographer's name]. Museo Nacional de Cerámica y Artes Suntuarias "González Martí". Ministerio de Cultura, followed by the **accession no.** of the object.
- The publication credits must include, where appropriate, the name of the author of the photograph.
- The applicant must submit a minimum of **two** copies of the publication in which the objects appear. The publication(s) will be sent directly to the Museum's Documentation Department, for the attention of the person responsible.
- In the event that the reproduction involves a piece with copyright, the applicant will bear the costs involved for its publication; and the Museum shall in no case be responsible for these costs.
- The Museum reserves the right to grant any authorisations for publishing reproductions of its collections and its rooms.
- The applicant must be aware of and accept these rules, and will be responsible for the misuse that may be made of the requested reproductions.

In agreement [applicant's signature]

Authorisation from the Museo Nacional de Cerámica "González Martí"

PERSONAL DATA. In compliance with the General Data Protection Regulation (EU) 2016/679, we hereby inform you that your data will be incorporated into a file called **INFORMATION ON THE MUSEUM'S COLLECTIONS AND ACTIVITIES**, owned by the Ministry of Culture (MCU), and with the following basic information:

1. Data controller: MUSEO NACIONAL DE CERÁMICA Y ARTES Suntuarias "GONZÁLEZ MARTÍ". MCU
2. Purposes of Handling: INFORMATION ON THE MUSEUM'S COLLECTIONS AND ACTIVITIES.
3. Legitimation: CONSENT OF THE INTERESTED PARTY
4. Recipients: OTHER ADMINISTRATIONS, WHEN APPROPRIATE.
5. Laws: ACCESS, RECTIFICATION, LIMITATION OF HANDLING, PORTABILITY OF DATA, OPPOSITION AND OF NOT BEING SUBJECT TO INDIVIDUALISED DECISIONS.

You can consult the additional and detailed information on the protection of your data at:

<http://www.culturaydeporte.gob.es/mnceramica/institucion/informacion-institucional-normativa/proteccion-datos.html>

I give my consent