

## Associazione Archivio Storico Olivetti Fees

### **Request for reproduction following consultation on the premises.**

The fees applied for reproducing documents following an on-site consultation are shown in the following table:

<b>Format</b>	<b>Euro</b>
A4	0,50
A3	1,00
A4 colour	1,50

Reproduction can be supplied on hardcopy (photocopies) or digital media (low resolution .pdf purely for study purposes).

### **Remote reproduction requests**

Requests for copies of documents by phone or in writing (e-mail, regular post, etc.) involving no research and document consultation activities by the scholar are subject to the following fees

<b>Format</b>	<b>Euro</b>
A4 first sheet	35,00
A4 following sheet	1,20/each
A3 first sheet	70,00
A3 following sheet	2,40/each

Reproductions can be supplied on hardcopy (photocopies) or digital media low resolution .pdf purely for study purposes). In the event of hardcopies, the reproduction cost will be added to the shipping cost which will be estimated on a case by case basis depending on the volume and weight.

An estimate will be provided for the reproduction costs of volumes or publications but will still have to comply with the 15% limits imposed by the copyright law.

### **Requests for digital images**

Requests for images demand the signature and acceptance of the conditions of use that specify the limits and scope of use. Any type of image transfers is limited by these conditions. Any subsequent use of the same images that differs from the conditions of use will have to be agreed beforehand with the Olivetti Historic Archive Association and include an additional right of use of € 20,00 for each image and each use. In case of copyright (especially in the case of photographic work) the use of the image depends on being able to obtain the permission of the rightful owner. An up-front payment must be made (half of the estimated total cost) to set in motion the process and full payment of the remaining amount will be required when the work is finished in order to pick up or ship the requested reproductions.

<b>Format</b>	<b>Euro</b>
High resolution (.tiff – 300 dpi – 15 cm. long edge)	80,00
Low resolution (.jpg – 150 dpi – 12 cm. long edge)	30,00

Prices refer to photograph digitalisation (black and white or colour). Any media, resolution or dimension which differs from the above described standard will be subject to a further estimate.

The images on the [www.storiaolivetti.it](http://www.storiaolivetti.it) website can be downloaded for free on the authorisation of the Associazione Archivio Storico Olivetti.

**Requests to loan / hire historic objects**

An estimate shall be assessed for any request to borrow or hire historic objects (machines, photographs, products, etc.) that is the property of the Olivetti Historic Archive Association. However, to proceed it will be necessary to supply this Association with a facility report on the areas where the objects are to be housed and a copy of the insurance certificate paid by the applicant to cover the objects. Whatever the case, the loan / hire shall depend on obtaining the specific authorisation of the MIBACT (Cultural Heritage and Tourism Ministry) Archives Superintendence.