

**Order number (to be completed by the digitisation department) :**

---

## *Request for digital reproductions*

---

*Please complete one form per fonds.  
Form to be sent to repro-cegesoma@arch.be*

### **Identification of the applicant**

---

Name + surname :  
Full address:  
e-mail :  
Telephone :  
VAT N° (if applicable) :

### **Identification of the documents to be reproduced**

---

#### **Reproduction of an archive fonds**

Number of the fonds (AA) :  
Name of the fonds :  
Inventory number :

If applicable, indicate the pages or the sections of the document to be digitised:

#### **Reproduction of photographs**

Number of the photographs :

#### **Reproduction of sound documents**

Reference of the sound document(s) :

## Specificities of the digitisation

---

O **If the documents have already been digitised**, and if no specific request has been made, they will be forwarded in the following formats :

- \* pdf 300 dpi greyscale or colour for archive fonds
- \* jpeg 300 dpi greyscale or colour for photographs
- \* Mp3 for sound documents

O **If the documents have not yet been digitised** and a specific request has been made, please indicate the desired characteristics. Without specification on your part, the documents will be supplied according to the following specificities:

Resolution (max 600 dpi) :

Format (Tiff, jpeg, pdf, mp3, flac, wav) :

Colour, greyscale, black and white :

Other desired characteristics :

## Use of the reproductions

---

- For private use
  - For a publication (paper or digital)  
Title of the publication : .....  
Author : ..... Editor : .....  
Date of publication: ..... Circulation : .....
  - For a film, a radio/TV broadcast, a radio/TV report, an exhibition, a website  
Title : .....  
Author : .....  
Producer/webmaster/exhibition curator : .....  
Date : .....
- ➔ Each reproduction must bear the mention “Collection CegeSoma – OD4 State Archives”. Also, the applicant must send a free copy (per language used) to CegeSoma.
- ➔ The applicant agrees to respect the current legislation regarding the protection of personal data.

## Specific provisions regarding requests for reproduction of photographic archive:

---

The estimate which is sent after reception of the order form specifies for each photograph its status with regard to the copyright. If the CegeSoma does not hold the copyright, the following provisions will be applied :

- \* **If the claimants are known and an agreement has been made with CegeSoma**, a copyright may be requested as well as a usage fee. This fee will vary according to the provisions of the agreement. In some cases, the applicant will be requested to take the necessary actions towards the persons concerned and to provide written proof to CegeSoma before provision of the photographs.
- \* **If the claimants or the authors are known but no agreement has been made with CegeSoma**, it has the right to refuse reproduction of the photographs.
- \* **If the claimants are not known or the provenance of the photograph is completely unknown**, the mention « rights reserved » will be joined to the reproduction and the following sentence will be

inserted in the beginning or the end of the publication : «The author of this publication has, in spite of all actions taken, not been able to trace the origin of some of the images. Should the rightful claimants recognize themselves in these photographs they can contact + contact information of the publisher ». In this case, the editor/producer will be the sole responsible of the publication of the photographs.

## **Other dispositions**

---

*An estimate will be sent after reception of the order form. The reproductions will be sent by email or by FTP server depending on the size of the files.*

*The delivery time of the reproductions can take several days depending on the number of pages requested and the available staff.*

Date

Signature