

Request for digital reproductions

Please complete one form per fonds and send it to:
repro-cegesoma@arch.be

Identification of the applicant

Name, surname:

Full address:

Phone number:

VAT N° (if applicable):

Identification for billing *(if different)*

Name, surname:

Full address:

Phone number:

VAT N° (if applicable):

Identification of the documents to be digitally reproduced

Reproduction of an archive fonds

Number of the fonds:

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 photograph(s):

Reproduction of sound documents

Reference of the sound document(s):

Use of the reproductions

For private use

For a print or digital publication

Title of the publication:

Author(s):

Editor:

Date of publication:

Circulation:

For an exhibition, broadcast, film or report

(TV, radio, multimedia, website or cinema)

Title:

Author(s) :

Producer:

Date:

Notes on the use of reproductions

- Each reproduction must bear the mention "**Collection CegeSoma – State Archives in Belgium (OD4)**".
- The applicant **must send a free copy (per language used)** to CegeSoma (Square de l'Aviation 29, 1070 Brussels).
- The applicant agrees to respect the current **legislation** regarding the protection of personal data.

Specificities of the digitisation

- **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
- JPG, 300 dpi, greyscale or colour for photographs
- MP3 for sound documents

- **If the documents have not yet been digitised** (or in case of a specific request for re-scanning), documents will be provided in the formats indicated above. **Please specify** if other characteristics are desired, such as resolution (maximum 600 dpi), format (tif/jpg/pdf/mp3/flac/wav), colour or greyscale :

!/! Please note that some historical photographs may contain imperfections that remain visible even in high resolution. If you would like to check the quality of the pictures before ordering, you can make an appointment in our reading room to view the digital copies in high resolution.

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. After reception of the order form, an estimate based on the State Archives' rates https://www.arch.be/docs/State_Archives_Tariffs.pdf is sent to you by e-mail.
- The delivery time of the reproductions can take several days depending on the number of pages requested and the available staff.
- Reproductions are sent by email or via a download link depending on the size of the files.

Date:

Signature: