

**General conditions for the supply of reproductions of items from the  
collections of the RMCA Tervuren**



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Front page: studio shot of three clubs of the Daasanetch, a pastoral people from the Omo valley of Southwest Ethiopia. EO.1996.31.11, EO.1996.15.65 and EO.1971.75.6, collection RMCA Tervuren; photograph J.-M. Vandyck, RMCA Tervuren ©

## 1 Preamble

- 1.1 The Royal Museum of Central Africa (RMCA Tervuren) supplies reproductions of items from its collection to individual researchers, organisations, institutions and publishers with a view to valorising these collections and disseminating the knowledge they represent.
- 1.2 The term 'reproduction' means a two-dimensional depiction of a two- or three-dimensional object or of an original photo, either by means of a digital photograph or a digital scan.
- 1.3 These general conditions for the supply of reproductions apply to all new studio shots of two- or three-dimensional objects and to all reproductions of existing visual material from the Department of Cultural Anthropology and History.

## 2 Application

- 2.1 All the applications for reproductions subject to the conditions as stipulated in this document are to be made directly to the Repro Secretariat. This may be done by letter or e-mail. The address can be found on the cover of this document.
- 2.2 All applications must be made using the 'Application form for reproductions of items from the collections of the RMCA Tervuren', which can be downloaded from the RMCA website. The applicant must sign this form to confirm his agreement with the general conditions as laid down in this document. If a completed form is sent by e-mail, a signed copy must also be sent post (unless the form is scanned and sent as a PDF file).
- 2.3 Applications will be dealt with in the order in which they are received by the Repro Secretariat. When the application is for existing visual material, the longest delivery time will be one month. If the application concerns also (or solely) new studio shots, the applicant must realise that the delivery time may be as long as three months.
- 2.4 On receipt of the application form, the Repro Secretariat will check whether the application can be complied with and whether there are any specific conditions. A detailed quote will be sent to the applicant, specifying the total charge.
- 2.5 Forms that are clearly and correctly filled in, with the correct inventory numbers of the objects or photos, can be processed more quickly than others. An additional charge may be made if additional research has to be carried out that takes up more time than would be necessary to locate the items on the basis of their inventory number (see point 4.1).
- 2.6 The reproductions will only be delivered to the applicant after receipt of the payment.

### 3 Publication

- 3.1 By 'publication' of the reproduction(s) supplied, we mean making them public in a book or e-book, magazine, CD ROM, poster or website, or their use in an exhibition, film, documentary or television broadcast.
- 3.2 When reproductions are requested with the intention of publishing them, this must be indicated clearly on the application form. The applicant will provide information about the nature of the publication, about the print run and the duration. When the reproductions have been supplied, they must not be used for any purpose other than that stated in the application.
- 3.3 If the RMCA itself is not the holder of the copyright of a protected work, it is up to the applicant himself to take the necessary legal steps regarding copyright and if necessary to request permission for publication. The RMCA indemnifies itself against any claim by third parties regarding copyright or any other rights on works of which reproductions are supplied to the applicant.
- 3.4 If the RMCA itself is the holder of the copyright on a protected work, the applicant must request permission for publication from the RMCA. This permission will usually be granted on payment of a copyright fee (see point 4.4).
- 3.5 Exemption of payment of the copyright fee can be granted for academic publications after evaluation - via the Repro Secretariat - by the scientific department concerned. All other applications for exemption (not motivated by the academic nature of the publication) must be presented by means of a well-reasoned letter to the Repro Secretariat. This will be submitted to the Director General who will take the final decision.
- 3.6 Whenever a reproduction of an item from the RMCA collection is published, the source must always be identified. This identification must mention the RMCA, the inventory number and the copyright status in a standardised form. This obligatory identification will be supplied with the quote and with the reproductions.
- 3.7 Within 14 days of publication, the applicant will provide the RMCA with the following items free of charge:
- One copy / pdf of the article, the book or CD ROM
  - One copy of the dvd of the film or television broadcast
  - One copy of the poster

These copies will be sent directly to the Repro Secretariat, see address on the cover of this document.

## 4 Charges

The following expenses will be charged, depending on the sort of collection item, the kind of reproduction and its purpose:

- Possible research charges (4.1)
- Possible restoration charges (4.2)
- Production and delivery costs (4.3)
- Possible copyright charges (4.4)

- 4.1 When an application for a reproduction does not include the correct inventory number, and when special research has to be carried out by the RMCA staff to identify and locate the desired item, the cost for this will be at the expense of the applicant. The flat rate for such like research is € 15 per 15 minutes, and if it is considered necessary, the applicant's signature of the price quote signifies the engagement to pay this charge. This charge can be avoided if the applicant comes to the RMCA and carries out the necessary research himself (upon appointment).
- 4.2 If the item from the collection has to undergo a restoration treatment before the reproduction can be made, the cost for this will be charged to the applicant. Special mention of this charge will be made in the price quote.
- 4.3 Production costs are those that ensue from making the reproduction and for putting it at the applicant's disposal by means of electronic delivery. Prints on paper, slides or transparencies are not delivered anymore. The prices in the table below are in EURO.

<b>Costs for digital or digitalized studio shots in color of objects</b> <i>Amounts are inclusive electronic delivery: by default large files are sent by an email message with a Yousendit (or similar) link</i>	<b>Tariff (€) per picture</b>
Digital studio shot (according to RMCA guidelines)	<b>60</b>
Digital studio shot <u>on measure</u> (according to specific requirements of the applicant)	<b>100</b>
Digital studio shot for which extra infrastructure or equipment has to be foreseen	<b>250</b>
<b>Costs for digital scans of (black and white) photographs or archives - min. 300 dpi</b> <i>Amounts are inclusive electronic delivery: by default large files are sent by an email message with a Yousendit (or similar) link</i>	<b>Tariff (€) per picture</b>
A4 or A3 format	<b>30</b>
A2 or A1 format	<b>50</b>
A0 and larger	<b>On demand</b>
Custom-made	<b>On demand</b>
<b>Costs for scans of photographs or archives <u>for research purposes</u> - jpg, colour scan, with watermark, no publication right</b>	
Dossier cost	€ 7,50
A4 or A3 format	€ 0,50 / scan

4.4 If the RMCA is the holder of the copyright on a protected work, a copyright fee will, with some exceptions, be charged for the once-only right to publish the reproduction. The copyright fee is determined by the kind of publication, and also by the print run or the duration. The prices in the table below are in EURO.

Reproductions under © MRAC Tervuren		Tariff (in €) per image	
<b>books, cd-rom, magazine</b>	<b>print run</b>		
page in book, on cd-rom or in magazine	up to 3.000 copies	75	
	up to 10.000 copies	150	
	up to 25.000 copies	200	
	more than 25.000 copies	250	
on cover	up to 3.000 copies	150	
	up to 10.000 copies	300	
	up to 25.000 copies	400	
	more than 25.000 copies	500	
on back cover	up to 3.000 copies	125	
	up to 10.000 copies	225	
	up to 25.000 copies	300	
	more than 25.000 copies	375	
<b>E-book</b>		150	
<b>Cover e-book</b>		200	
<b>E-book as bi-media publication</b>		100	
<b>poster</b>	<b>print run</b>		
As only image (excluding logos)	up to 3.000 copies	150	
	up to 10.000 copies	300	
	up to 25.000 copies	400	
	more than 25.000 copies	500	
Together with other images	up to 3.000 copies	125	
	up to 10.000 copies	225	
	up to 25.000 copies	300	
	more than 25.000 copies	375	
<b>Exhibition (print, projection, interactive module)</b>			
temporary (max. 1 year)		100	
permanent		150	
<b>On line (per website)</b>			
scientific, educational, humanitarian		75	
<b>film or television broadcast</b>	From 1" till 60"	Price per supplementary second	
Local channel or private producer	Minimum price : 120,-€	2	
Regional or national channel	Minimum price : 200,-€	3	
International channel	Minimum price : 280,-€	4	
<b>Merchandising</b>	<b>On demand</b>		