

**Policy for the request and use of reproductions
BHM Aquincum Museum and Archaeological Park
2020.**

The BHM Aquincum Museum and Archaeological Park (hereafter: Aquincum Museum) produces digital reproductions of artefacts in its collection for commercial, scientific, and publication purposes. Digital reproductions may be purchased following the payment of a fee depending on the nature and extent of use, and may be used upon signing an Image use agreement. Reproductions may be requested as follows:

1. Reproductions for research purposes

1.1. Those conducting scientific research, who wish to use materials from the Aquincum Museum's *Archaeological Collections* or *Photographic or Drawings Archives* may request reproductions of the materials with a resolution suitable for research purposes at their own cost with:

- in case of the research material of Budapest History Museum staff, or unpublished materials, the written permission of the excavation's head archaeologist, and countersignature of the relevant head of department;
- in case of the research material of former or deceased Budapest History Museum staff, the permission of the relevant head of department.

1.2. Requests for reproductions may be made during a research session at the Aquincum Museum in person, or by e-mail/post (e-mail: aquincum@aquincum.hu, post: BHM Aquincum Museum and Archaeological Park, Záhony utca 4., 1031 Budapest, Hungary) by submitting two signed copies of the form "**Request for reproductions for research purposes**". To receive the form, contact us at aquincum@aquincum.hu.

1.3. For unpublished theses/doctoral dissertations/scientific papers, authors may request digital reproductions for single use only free of charge.

The theses/doctoral dissertations/scientific papers, however, may only be published after signing an Image use agreement specified in Chapter 2.

1.4. The delivery of the reproduction is conditional on the receipt of the form signed by the Client. The Aquincum Museum, within 15 days following the approval of the request, sends to the Client the reproduction requested and returns to the Client a copy of the form "**Request for reproductions for research purposes**" signed by both parties – which constitutes a contract between the parties.

1.5. In case of any use not declared on the form submitted, the Client must pay the Budapest History Museum three times the fee payable for publication.

1.6. Following use, the Client must delete the digital image or text without delay from all data storage devices.

2. Reproductions for publication

2.1. Those wishing to use reproductions of materials from the Aquincum Museum's *Archaeological Collections* or *Photographic or Drawings Archives* for publication – with the exception of activities specified in Chapter 1 – must obtain a permission and pay a fee.

2.2. Upon receiving a request for image use, the Aquincum Museum informs the User concerning the terms of use, then makes an **“Image use agreement”** (in case of use abroad, the agreement is made in Hungarian and English with identical content) with the User. Requests for image use can be made electronically, by contacting the Aquincum Museum at aquincum@aquincum.hu.

2.3. Within 5 days of the notification that the **“Image use agreement”** has been signed by both parties, the User must pay the fee to the Budapest History Museum, account number: **11784009-15490634-00000000**. During the transfer, the document number of the **“Image use agreement”** must be indicated. All costs related to the bank transfer are to be covered by the User.

2.4. If, for any reason, the User does not use the reproduction within the timeframe specified in the agreement, the User may not receive a refund.

2.5. The Budapest History Museum's Finance Office (Tel: +36-1-487-8813, e-mail: btm@btm.hu), within 30 days of receiving the fee, sends the User a receipt of the fee as well as a copy of the **“Image use agreement”** signed by both parties.

2.6. Unless otherwise agreed by the parties in writing, permission of use is subject to a fee. The User obtains the rights only for the purpose indicated in the **“Image use agreement”**. The permission grants the non-exclusive right to use the image in an exhibition, print or digital publication as well as in the digitised extract from the publication made available online for promotional purposes. In case of any further use, the User must, as specified by the Image use agreement, inform the Budapest History Museum, or make a new agreement with the Budapest History Museum.

2.7. The User must display the source of the images as specified in the **“Image use agreement”**.

2.8. The User must provide proof of use as follows:

- in case of a print publication: within 15 days of publication, the User must send the agreed number of copies, free of charge, to the Aquincum Museum: BHM Aquincum Museum and Archaeological Park, Záhony utca 4., 1031 Budapest, Hungary;

- in case of an exhibition: within 15 days of the opening, the User must send a photograph of the exhibition of a resolution suitable for identifying the image and the display of the source to the Aquincum Museum: BHM Aquincum Museum and Archaeological Park, Záhony utca 4., 1031 Budapest, Hungary, aquincum@aquincum.hu;
- in case of a digital publication: within 15 days of publication, the User must send a copy of the digital storage device or the site of publication to the Aquincum Museum: BHM Aquincum Museum and Archaeological Park, Záhony utca 4., 1031 Budapest, Hungary, aquincum@aquincum.hu.

2.9. Reproductions may not be used without the prior permission of the Aquincum Museum, or in any way not specified in the **“Image use agreement”**. In case of any other use, the User must pay the Budapest History Museum three times the fee payable for publication.

2.10. Reproductions or any copies thereof may not be given to third parties in any way and for any reason without the prior permission of the Aquincum Museum.

2.11. Following use, the User must delete the digital image or text without delay from all data storage devices.

The present policy came into force on 25 May 2020. Its provisions are to be applied to all requests received after this date.

All previous regulations regarding the subject were replaced by the present policy upon its entry into force.

Budapest, 25 May 2020.

Noémi Népessy
Director General

Request for reproductions for research purposes

I request reproductions of the following artefacts from the collections of the Budapest History Museum (Szent György tér 2., 1014 Budapest, Hungary; tax number: 15490634-2-41, fiscal identification number: 490638, account number: 11784009-15490634-00000000) – Aquincum Museum and Archaeological Park (hereafter: Aquincum Museum). I accept that reproductions are provided within 15 working days of the approval of my request.

Client's name and address:

Reproductions to be used by (date):

Inventory no.	Description	Resolution/size	Pieces

Aware of my legal liability, I declare that I will use the reproductions provided by the Aquincum Museum exclusively for research purposes, following the rules for copyright and the regulations set forth in the Policy for the request and use of reproductions and the Research policy. I will not use the reproductions for publication without the express permission of the author or successor and the Aquincum Museum, and I will not give the reproductions to a third party, or make copies for another person.

Budapest,

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Client

Approved on

.....

Dr Orsolya Láng

Director of the Aquincum Museum

Countersigned on

.....

Erika Szabóné Forgács

Director of Finances