

AUTHORISATION TO PUBLISH IMAGES OF DOCUMENTS

The diffusion of images of cultural heritage is now free in case of no profit publication with educational/research purposes, directed to promote the knowledge of the cultural heritage and without possibility of duplication by any means. Books with a print run lower than 2.000 and with a price lower than 77.47 euros, scientific periodical publications, free access exhibitions and open access web sites without advertisements are included in this category.

For these publications a previous communication to the Director of the State Archive is needed. The publication must mention the exact archival reference of the document reproduced; the editor is requested to deliver one copy of the publication (in paper or electronic format).

In case of publication directed to other purposes, or for books with a print run higher than 2.000 and with a price higher than 77.47 euros or no scientific periodical publications it is necessary to request the authorization to publish from the Direction of Archive using the [appropriate form](#) (PDF File) with a stamp of 16,00 euros.

It is the original stamped form which shall be transmitted. Therefore, it can be sent by postal mail or delivered in a sealed envelope at the entrance of the institute during the opening hours. The publication should contain the correct signature of the document and mention "Upon concession granted by the Ministry of Cultural Assets and Activities" and the formal warning prohibiting reproduction or duplication by any means.

The publication must mention the exact archival reference of the document reproduced; the editor is requested to deliver one copy of the publication (in paper or electronic format).

PUBLISHING RIGHTS

The charges to reproduce a photo in a printed edition in one language is 51.65 Euros per color photo and 11.00 Euros per black and white photo. (In case of worldwide diffusion the charge is triplicated).

The payment can be made according to different options:

- with the provincial State Treasury of Florence;
- through the postal current account no 5512 registered to the provincial Treasury of the State of Florence (*Purpose 1: rights of reproduction to the Archive of the State of Florence/ Diritti di riproduzione all'Archivio di Stato di Firenze*);
- through bank transfer.

In the case of bank transfer, the information that you have to indicate in the transfer disposal is: bank account details in IBAN format: IT 64I 01000 03245 311 0 29 2584 03, purpose of payment: Rights of reproductions to the Archive of the State of Florence/ Diritti di riproduzione all'Archivio di Stato di Firenze, fiscal code of the payer; for international transfers the BIC code needed for the routing of the bank transfer in SWIFT is: BI TA IT RR ENT