



PONTIFICIA COMMISSIONE  
DI ARCHEOLOGIA SACRA

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**PROT. N. XVIII/4E/2**

*(citare il numero nella risposta)*

**dal Vaticano, 20 ottobre 2007**

00120 CITTA' DEL VATICANO  
Tel. 06/4465610 – 4467601 – fax 4467625  
E-mail [pcomm.arch@arcsacra.va](mailto:pcomm.arch@arcsacra.va)  
[www.vatican.va/roman\\_curia](http://www.vatican.va/roman_curia)

## **RULES REGARDING THE PHOTOGRAPHIC ARCHIVES SERVICE**

### **1. GENERAL INFORMATION**

The Photographic Archives of the Pontifical Commission for Sacred Archaeology (PCSA) provides upon request the photographic material related to the Christian Catacombs of Rome and Italy for which the Holy See maintains the availability together with the responsibility for their care (according to the provisions of Art. 12.2 of the *Inter Sanctam Sedem et Italiam Conventiones* of February 18, 1984 ratified with Law 25/3/1985, No. 121).

Requests for photographic material must be sent by mail, fax or e-mail to the attention of the Secretary of the Pontifical Commission for Sacred Archaeology, 00120 VATICAN CITY, Fax No. 0039/06/4467625, e-mail: [pcomm.arch@arcsacra.va](mailto:pcomm.arch@arcsacra.va) by filling out the appropriate form attached to the present Rules, “Enclosure No. 2”.

After the request is sent, the PCSA will give a written reply—within a short time—both in the case of acceptance or rejection.

If the material requested is not available in the Archives, at its discretion the PCSA can take new photographs and charge the expenses to the applicant.

All the negatives, even if they are made for the customer, remain the property of the PCSA Photographic Archives.

All the material provided by the Photographic Archives cannot be reproduced without the PCSA's specific authorization and payment of the relative reproduction fees (See point 4). This also holds for the reproduction of PCSA material that is already in the customer's possession or already published in other publications.

Moreover, the material provided by the Photographic Archives cannot be requested or given for third parties.

## 2. TYPES OF PHOTOGRAPHIC MATERIAL AVAILABLE

The PCSA Photographic Archives provides the following types of photographic material:

- 24 x 36 mm color slides;
- Color photos;
- Digital formats.

Except for the color slides in the standard 24 x 36 mm format, the other types are available in various formats. For a customer's special and proven needs, it is also possible to provide different formats other than those mentioned.

Regarding the methods of payment, see point 7. Concerning fees, see the sheet, "Enclosure No. 1".

## 3. CONDITIONS

The slides and color photos are provided by the PCSA exclusively as rentals and they must be returned within six months from the date of the accompanying bill.

In the event that the photographic material is returned late, a bill will be issued equivalent to €50 for each image.

In the event that the rented photographic material is lost or damaged by use, the cost of the duplicate will be billed to the customer.

The merchandise travels at the customer's own risk.

The Pontifical Commission for Sacred Archaeology allows itself a minimum period of four weeks after receipt of the attestation that payment has been made for the requests to duplicate and send material.

## 4. REPRODUCTION FEES

These must be paid to the PCSA for any reproduction of material from the Photographic Archives. To request the right of reproduction, the customer must compile the appropriate part in the request form, "Enclosure No. 2".

In calculating the reproduction fees, the PCSA will take into consideration the publishing use of the reproduction. In fact, the following publishing uses will be distinguished:

- Publications of a scientific nature with a limited circulation;
- Publications of a disseminating and commercial nature;
- Publications for other possible commercial uses such as: television and audiovisual use (videocassette, CD, DVD, etc.); publications on calendars, book covers, records, compact discs, audio-video cassettes and similar, Internet sites (only 72 dpi 640 x 480 images).

The right of reproduction is granted for a precise period of time for only one publishing use, in only one language or in more than one language. For any subsequent and/or further publishing use of PCSA images that are already in one's possession, a new authorization from the PCSA is required and the relative reproduction fees must be paid. The right of reproduction granted is not exclusive.

## 5. INDICATION OF THE SOURCE

For the photographs provided by the PCSA, the following must be indicated: “Photo Pontifical Commission for Sacred Archaeology” or “Photo PCSA Archives”.

For photographs taken by the applicant, the following must be indicated: “With the permission of the Pontifical Commission for Sacred Archaeology” or “With the permission of the PCSA Archives”.

## 6. SHIPPING EXPENSES

These include packaging and postal expenses for which the applicant is wholly responsible. The PCSA does not respond for any losses or delays in delivery caused by postal errors.

## 7. PAYMENT

The order will only be sent after receiving confirmation that payment has been made of the amount indicated in the pro-forma bill issued by the Pontifical Commission for Sacred Archaeology. Payment can be made directly at the offices of the PCSA, by sending a non-transferable, cashier’s check made out to the Pontifical Commission for Sacred Archaeology, or by payment to the following bank account:

*From abroad to:*

Banca Monte dei Paschi di Siena S.p.A.  
AG. 41 ROMA  
(IBAN) IT 16 S 01030 03241 000000098035  
(BIC) PASCITM1R41

In the name of the Pontifical Commission for Sacred Archaeology

*In the cause of payment, the number of the document must be indicated.*

*From Italy to:*

Banca Monte dei Paschi di Siena  
AG. 41 ROMA  
c/c No. 98035  
Cod. ABI 01030; cod. CAB 03241; cod. CIN S

In the name of the Pontifical Commission for Sacred Archaeology

*In the cause of payment, the number of the document must be indicated.*

## 8. RESPONSIBILITY

Anyone who requests photographic material from the PCSA Archives is required to know and observe the present Rules, which must be accepted and undersigned below. Failure to observe the Rules, particularly with regard to granting the rights of reproduction, and any false statements of intent in the act of making the requests are punishable by law.

The applicant has read and accepted the above: .....

Date: .....

## FEES FOR REPRODUCTIONS FROM PCSA NEGATIVES AND RIGHTS OF REPRODUCTION

## 1. SLIDE RENTALS

Format	Unit price*
<b>24 x 36 mm</b>	<b>€ 5,00</b>

## 2. COLOR PHOTO RENTALS

Format	Unit price*
<b>6 x 6 cm</b>	<b>€ 41,00</b>
<b>10 x 12 cm</b>	<b>€ 51,50</b>
<b>13 x 18 cm</b>	<b>€ 77,50</b>

\*In the case of photographs taken by the PCSA for the applicant, the fees are determined at the time of the request.

## 3. DIGITAL IMAGES

Format (in pixel)	Unit price*
<b>640 x 480 = 900 KB</b>	<b>€ 5,00</b>
<b>1417 x 1417 = 5,7 MB</b>	<b>€ 7,00</b>
<b>2551 x 1701 = 12,4 MB</b>	<b>€ 12,00</b>
<b>2835 x 2362 = 19,2 MB</b>	<b>€ 19,00</b>
<b>3543 x 2362 = 23,9 MB</b>	<b>€ 24,00</b>
<b>4252 x 3071 = 37,4MB</b>	<b>€ 35,00</b>

## 4. REPRODUCTION FEES(for each individual image for one edition)

## Scientific publication use

<i>One language</i>	<i>several languages</i>
€35	€100

## Commercial publication use

<i>One language</i>	<i>several languages</i>
€75	€150

## Other commercial publication uses\*\*

<i>One language</i>	<i>several languages</i>
€130	€260

\*\* television and audiovisual use (video cassette, CD, DVD, etc.); publications on calendars, book covers, records, compact disc, audio-video cassette and similar, low resolution Internet sites (only 72 dpi 640 x 480 images).

For any re-editions in one or more languages, a specific request must be sent to the Pontifical Commission for Sacred Archaeology.

**Enclosure No. 2**  
To the Secretary of the  
Pontifical Commission for  
Sacred Archaeology  
Via Napoleone III, 1  
00185 ROME, Italy

HEADING:

First and last names .....  
Role .....  
Institution.....  
Tax code/Vat number .....  
Address.....  
Postal Code..... City .....  
Country .....  
Phone ..... Fax .....  
e-mail.....

PHOTOGRAPHIC ORDER

[In the event that you do not know the inventory number, give a detailed description or attach other documentation (photocopies or bibliographical indications)]:

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FORMAT

- |   |   |
|---|---|
| <input type="checkbox"/> 24x36 slides (to be returned after use)      | <input type="checkbox"/> digital 1417x1417 px |
| <input type="checkbox"/> 6x6 color photo (to be returned after use)   | <input type="checkbox"/> digital 2551x1701 px |
| <input type="checkbox"/> 10x12 color photo (to be returned after use) | <input type="checkbox"/> digital 2835x2362 px |
| <input type="checkbox"/> 13x18 color photo (to be returned after use) | <input type="checkbox"/> digital 3543x2362 px |
| <input type="checkbox"/> digital 640x480 px                           | <input type="checkbox"/> digital 4252x3071 px |

PERMISSION RIGHTS OF REPRODUCTION for the following images:

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TYPE OF PUBLICATION

Author.....  
Title .....  
Publication (printed, informatics support, Internet site) .....  
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- ☐ scientific nature  
☐ commercial nature  
☐ other commercial uses
- ☐ for only one publishing use in one language  
☐ for only one publishing use in several languages
- ☐ no request to duplicate images but only for reproduction rights

ADDRESSEE OF BILL IF DIFFERENT FROM APPLICANT:

First and last names .....  
Institution.....  
Tax code/VAT number .....  
Address .....  
Postal Code..... City .....  
Country .....

*It is understood that the conditions of the Rules regarding the Photographic Archives are accepted.*

**Applicant's signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_