

Terms and conditions of collection research and ordering digital reproductions of objects from MuFo collection

Section I Definitions

Whenever the foregoing Terms and conditions of collection research and ordering digital reproductions of objects from MuFo collection, hereafter referred to as Terms and Conditions, make reference to the following:

1. **Object** – it is to be understood as any item from the Museum’s collection.
2. **Digital reproduction of an object** – it is to be understood as a graphic file with lossless compression and technical parameters agreed with the Applicant and adapted to the intended use.

The Museum offers JPG digital files or graphic formats: TIFF, DNG, EIP.
Each of the graphic files being part of a complete documentation of an object constitutes separate public sector information.

3. **Compilation of digital reproductions of objects** – it is to be understood as a PDF file containing graphic and textual information about the Museum’s objects, created to present the results of collection research.

Section II Terms of collection research

1. Collection research and providing information on objects from the Museum’s collection are some of the forms of making the collection available for studies and educational purposes. The research may be carried out by:
 - the Applicant by searching the MuFo online collection at: <https://zbiory.mufo.krakow.pl>,
 - the Applicant using the Museum’s database application (featuring full documentation of the MuFo collection) at the MuFo branch (at 16 Józefitów St, 30-045 Kraków),
 - the Museum staff based on the submitted collection research request form.

2. The terms of using the MuFo online catalogue are laid down in the relevant Terms and conditions available on the online collection website.
3. The Applicant may carry out research using the database by appointment, at a designated computer workstation at the MuFo branch in Józefitów street during the Museum opening hours. Enquiries regarding available dates should be made at the Collection Management and Inventory Department at: 12 395 70 42 ext. 1112 or by email: inwentarze@mufo.krakow.pl.
4. Collection research is conducted by the Museum staff based on a correctly completed collection research request form enclosed as Appendix 1 to these Terms and Conditions. The electronic version of the completed request form should be sent by email to: inwentarze@mufo.krakow.pl or in hard copy by post to the Museum of Photography in Kraków: ul. Rakowicka 22A, 31-510 Kraków, with a note „Inventory Department – Research”.
5. In the event a response to a collection research request in the manner or form indicated in the application generates additional costs (due to, among other things, the time needed to carry out the research or necessary additional activities to be undertaken by the Museum staff, such as digitisation or re-digitisation of particular objects), a fee for conducting the research study may be charged. In such case, the Applicant will receive a quotation for the research on the submitted collection research request form. The fee is determined according to the rules set out in Appendix 4 to the Terms and Conditions. The research study shall be carried out upon the Applicant’s acceptance of the fee on the resubmitted request form.
6. The results of the research will be delivered in the form of a compilation of digital reproductions of objects by email or in another agreed way.

Section III Terms of ordering digital reproductions of objects

1. Digital reproductions of objects that are not downloadable from the MuFo online collection (available at <https://zbiory.mufo.krakow.pl>) are provided on the basis of a duly completed digital reproduction order form enclosed as Appendix 2 to the Terms and Conditions, and – in cases described in para. 3 below – based on a contract, the template of which is enclosed as Attachment 3 to the Terms and Conditions.
2. The electronic version of the completed order form should be sent by email to: inwentarze@mufo.krakow.pl or in hard copy by post to the Museum of Photography in Kraków: ul. Rakowicka 22A, 31-510 Kraków, with a note “Inventory Department – Reproductions”.
3. The conclusion of a contract for provision of digital reproductions of objects is required in particular in the case of objects that are copyright protected works within the meaning of the Polish Act on Copyright and Related Rights of 4 February 1994, for which copyright has not expired, and also when access to reproduced images will involve complying with additional conditions not included in the digital reproduction order form.
4. The rules of making payment for the ordered digital reproductions of objects are included in Appendix 4 to the Terms and Conditions. The Applicant will receive a quotation for digital

reproductions of objects on the submitted order form, which fee the Applicant can accept by resubmitting the order form.

5. If digital reproductions are provided solely on the basis of the digital reproduction order form (without the need for signing a contract), the order form should bear a handwritten signature and be sent back to the Museum's postal address: Museum of Photography in Kraków, ul. Rakowicka 22A, 31-510 Kraków, with a note "Inventory Department – Reproductions", or it should be delivered with an electronic signature by email to: inwentarze@mufo.krakow.pl.
6. The Museum provides digital reproductions of those objects to which it has rights that allow access and distribution or which are not subject to copyright, including those in the public domain. Otherwise, the reproduction of objects may be ordered upon presenting the Museum with consent of copyright holders for the use of a work. This does not apply to providing access to reproductions of objects for research and educational purposes, which, however, is only possible in the Museum, at a designated computer workstation.
7. The Museum reserves the right to refuse access to digital reproductions of objects, stating its reasons, under Article 10(4) or Article 41(4) of the Act on open data and the reuse of public-sector information of 11 August 2021 (Journal of Laws 2021, item 1641 as amended), as well as in other cases defined in applicable laws.
8. All digital reproductions of objects provided to the Applicant shall be used only for the purpose stated in the digital reproduction order form. In the case of publication or distribution of digital reproductions, the images of objects should be accompanied with reference notes (citing the author, title and year when the objects were created) placed directly under the images, according to the model provided by the Museum. The correct content of the note shall be indicated by a Museum employee in the order form or in a list of objects attached thereto, and in the concluded contract. Whenever the digital reproduction of an object is provided, the object's authorship, if known, should be cited. Failure to do so shall be copyright infringement.
9. Digital reproductions of objects should also be accompanied by information that they come from the collection of the Museum of Photography in Kraków.
10. Digital reproductions of objects as digital files are recorded based on the list provided in the order form onto a storage medium supplied by the Applicant or by means of Internet transfer. The Applicant can receive the storage medium with the recorded digital reproductions of objects by registered post or collect it in person at the Museum's registered office.

Section IV

Terms of publishing reproductions of objects by press and media

1. Digital reproductions of objects in the press kit are provided via the website: <https://mufo.krakow.pl/museum/press> and by the Museum email at: promocja@mufo.krakow.pl.

**Muzeum
Fotografii
w Krakowie**

Siedziba główna

MuFo Rakowicka
ul. Rakowicka 22 A
31-510 Kraków

MuFo Józefitów
ul. Józefitów 16
30-045 Kraków

mufo.krakow.pl
sekretariat@mufo.krakow.pl
T: +48 12 395 70 42

2. All material available under the Press tab is intended exclusively for the media. Its dissemination is permitted only for the purposes of informing the public about the Museum of Photography in Kraków and events organised by the Museum during their duration. When publishing the above-mentioned reproductions, they shall be accompanied by notes (citing the author, title and year when the objects were created) according to the model provided by the Museum, the content of which must not be altered. Failure to comply with this obligation shall be copyright infringement.
3. Digital reproductions of objects should also be accompanied by information that they come from the **collection of the Museum of Photography in Kraków**.
4. Digital reproductions of objects are provided to the media by the authorised employee of the Communications Department: PR and communications specialist.

Appendices:

1. Collection research request form
2. Digital reproduction order form
3. Contract for provision of digital reproductions of objects
4. Pricing of collection research and digital reproduction

**Muzeum
Fotografii
w Krakowie**

Siedziba główna

MuFo Rakowicka
ul. Rakowicka 22 A
31-510 Kraków

MuFo Józefitów
ul. Józefitów 16
30-045 Kraków

mufo.krakow.pl
sekretariat@mufo.krakow.pl
T: +48 12 395 70 42