

MEG  
Ethnography Museum  
Geneva

General conditions  
of the photographic  
department

## **Preamble**

*The current conditions for photographic material reproduction and delivery rights are based on the guidelines (2008 version) of the **Swiss Association of Image Banks and Photographic Archives** (CP 15, CH – 5303 Würenlingen, info@sab-photo.ch, www.sab-photo.ch).*

This offer focuses mainly on the works concerning MEG's collections.

The Photographic Services Department offers High Definition digital files, and/or digital prints, to all museums and universities, as well as to all professionals and researchers.

### **1. Prior agreement**

The reproduction of black/white or colour photographs provided by MEG to the beneficiary is prohibited without prior agreement of the Head of the Photographic Department.

### **2. Execution time**

The request must reach MEG within 20 days before the desired delivery date.

### **3. Mandatory information**

As soon as this agreement is granted, any reproduction use must bear the compulsory information indicated on the label attached to the document, namely, at the very least: Museum name and photographer name. The caption and inventory number are recommended but not mandatory.

### **4. Image modification**

Any modification of the original photograph, such as cropping, detailing, pastiche or other, requires special approval from the Head of the Photographic Department.

### **5. Rental term**

A document rental is granted for a six months period from the reproduction sending date. After this term, if the document (B/W print,...) has not been returned, the rental fee will be re-invoiced.

### **6. Copyrights**

The search for an author's rights holders, as well as the related fees, is not the responsibility of the photographic department but of the requester.

### **7. Reproduction rights**

- A. Reproduction rights apply only to the use specified in the proforma invoice and for one single edition. Any subsequent publication on a same or new medium shall be subject to a new request.
- B. If the use by the requester is for commercial or advertising purposes, the requester must pay for it (rights).

C. The current reproduction rights pricing is based on the **Swiss Association of Image Banks and Photographic Archives** (CP 15, CH – 5303 Würenlingen, info@sab-photo.ch, www.sab-photo.ch).

D. Special rates :

Editing	- 50%
Switzerland + other European countries	+ 20%
global rights	+ 100%
dictionaries, encyclopaedias, school books	- 10%
scientific publications and television broadcasts, theses, diplomas, directory, mixtures, corpus, works supported by FNSRS	FREE
publications issued by the official services of the City and Canton of Geneva (museums, libraries, etc.), “Amis du Musée” newsletter, scholarly society publications, etc.). Geneva, Geneva Public Instruction Department publications, charities (subject to consultation)	FREE

## 8. Shooting of not yet photographed objects

- A. If the object is not yet photographed at the time of the request, a delay of one month from the order date is required.
- B. In principle, the applicant is not charged for the photographs. However, in case of too short deadline, non-publishing the document or special shots (details, difficult conditions, etc.), the applicant's financial participation will be required.

## 9. Sending and costs

Any document sending implies de facto the collection of fees as well as the related mailing costs, whether the document is used or not.

## 10. Changes in rates

MEG reserves the right to modify its prices at any time according to the requester's demand(s).

## 11. Proof of publication

Send three free publication copies, as proofs, to MEG.

## 12. The present contract is subject to Swiss law

This contract is subject to Swiss law. The parties agree to make every effort to settle amicably any dispute relating to the interpretation and/or non-execution of this contract. In the absence of an amicable agreement, the Courts of Geneva shall have sole jurisdiction.

AGREEMENT CONCERNING  
THE RIGHTS OF PHOTOGRAPHIC REPRODUCTION

I, undersigned, certify that I have read the general terms and conditions of MEG  
(Ethnography Museum Geneva) and accept its terms.

....., the .....

Signature and institution stamp :

.....

This document copy is to be sent back by mail to

MEG  
Ethnography Museum Geneva  
**Photographic department**  
Boulevard Carl-Vogt 65  
CH-1205 Geneva  
Email : musee.ethno@ville-ge.ch

## PAYMENT DETAILS

**International money order and/or postal account No. 12-818-0**

**Bank transfer in favour of the City of Geneva**

Bank: BCGE

Holder: City of Geneva

Account number: H1150.02.60

IBAN: CH66 0078 8000 H115 0026 0

Clearing No.: 788

SWIFT Key: BCGECHG788

Please indicate: **MEG Geneva**