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:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editing</td>
<td>-50%</td>
</tr>
<tr>
<td>Switzerland + other European countries</td>
<td>+20%</td>
</tr>
<tr>
<td>Global rights</td>
<td>+100%</td>
</tr>
<tr>
<td>Dictionaries, encyclopaedias, school books</td>
<td>-10%</td>
</tr>
<tr>
<td>Scientific publications and television broadcasts, theses, diplomas, directory, mixtures, corpus, works supported by FNSRS</td>
<td>FREE</td>
</tr>
<tr>
<td>Publications issued by the official services of the City and Canton of Geneva (museums, libraries, etc.), “Amis du Musée” newsletter, scholarly society publications, etc.)</td>
<td>FREE</td>
</tr>
<tr>
<td>Geneva, Geneva Public Instruction Department publications, charities (subject to consultation)</td>
<td>FREE</td>
</tr>
</tbody>
</table>

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.

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: BCGECH788

Please indicate: MEG Geneva