

War Heritage Institute (WHI) RMM

Reproductions: terms and fees

A. General terms

1. In order to valorise its heritage or to spread knowledge about its collection items the War Heritage Institute (site Royal Military Museum) can supply reproductions of objects and collections on paper that are part of its heritage.
2. “Objects and collections” designate all two- and three-dimensional items in the WHI collections, including all “collections on paper” larger than A3 size and of A3 or smaller size for all items in the Print Room, the Map Room and the photographic collection; as well as archive or library items for publication. Pictures are taken in a professional photo studio. Specific rules apply for the reproduction of archives and library documents size A3 or smaller (also see reading room procedures).
3. Requests can be made through the form “Request for the reproduction of objects and collections on paper”. The form can be downloaded from the WHI and the RMM websites.
4. Requests are handled in order of reception.
5. Upon reception of a request, the RMM will check its feasibility. If the request cannot be met (e.g. for technical reasons), the applicant will be notified as soon as possible.
6. The usual timeframe for execution and dispatch of reproductions is four weeks. For urgent requests (i.e. within ten working days) fees are doubled.
7. Reproductions will be delivered upon settlement of the invoice sent by the WHI. The mentioned amounts cover the *rights for usage* of digital reproductions.
8. For copyright and all other possible rights, the applicant has to comply with all current rules and regulations. The RMM declines responsibility in the matter. The applicant is to obtain all authorizations from the author, his/her beneficiaries or the association representing the author. This mainly applies to pieces subjected to copyright (paintings, pictures, drawings, etc.). Copyright normally does not apply to three-dimensional objects (exception made for paintings and works of art). For Belgium, the organisations mentioned below are representative:
 - a. SABAM (works of art but sometimes also pictures): rue d’Arlon 75-77, 1040 Brussels, tel.: 02/ 286 82 11
 - b. SOFAM (photographs): rue Frans Courtens 131, 1030 Brussels, tel.: 02/ 726 98 00
9. Each published reproduction has to carry the caption: “Collections War Heritage Institute, Brussels”, followed by an inventory number, the name of the photographer and the year of request. E.g.: Collections War Heritage Institute, inv. 100568, picture John Williams, 2014.
10. Within one month of publication the applicant will supply the WHI with two free copies, viz.:
 - a. per language in which the article, folder, book, cd-rom was published
 - b. of the DVD of the movie or TV broadcast
 - c. per language used on a poster.Copies are to be sent to the WHI; **War Heritage Institute, Documentation Centre, Jubelpark 3, B-1000 Brussels, Belgium.**

11. For publication on the Internet: the complete Internet address featuring the images has to be transmitted. The person in charge of the website has to clearly mention that the images cannot be used without prior consent by the Royal Military Museum.

B. Fees for three-dimensional objects and collections on paper larger than A3 size

B.1. Repro requests for commercial use

If the requested items are meant for publication, presentation or educational ends digital reproductions (TIFF or JPEG, 300 dpi, print on A3) can be supplied under the following conditions.

By publication we mean “the reproduction for the public by means of a book or e-book, magazine, cd-rom, DVD, poster, on line posting or use in an exhibition, movie or television broadcast”.

The amounts mentioned include VAT (21%).

1. Charge per digital shot is € 70,-.
2. If several shots of a same piece have to be taken (e.g. different angles, front and back views,...) additional pictures are charged € 35,- each. For specific shots (specific requests), a flat rate of € 35,- will be charged.
3. Fees are based on a single use of the reproduction. A second use of the same reproduction (second edition or in another publication) will have to be authorized by the RMM. A discount of 50% will then be applied to the amounts mentioned in 1 and 2.
4. If the reproduction is meant for the Internet, a special RMM authorization has to be obtained. Each digital image used on the Internet will be charged € 70,- in addition to the amounts mentioned above. This surcharge is to be paid annually for as long as the pictures are present on the Internet.
5. If the reproduction is used on the cover or on a poster, each image is charged € 350,-. A repeated use benefits from a 50% discount.

B.2. Repro requests for educational purposes

If the requested items are meant for educational purposes, such as a publication or an exhibition without commercial ends, digital reproductions (TIFF or JPEG, 300 dpi, print on A3) can be supplied according to the conditions mentioned below.

1. The amounts mentioned in points B.1.1 to B.1.5. benefit from a 50% discount.
2. The decision to either or not grant the discount lies with the WHI.

B.3. Repro requests for private use

If the requested items are meant for private use, e.g. research, low resolution images (JPEG, 72 dpi, print on A5) can be supplied. Use on the Internet is not considered as a private use.

1. A 50% discount is applied to all amounts mentioned above (B 1.1 and B 1.2).
2. The applicant commits to not making the digital images public or not passing them on to a third party.

C. Fees applicable for collections on paper from the photographic collection, the Print Room or the Map Room, of a size equal to or smaller than A3; as well as the archives and library collections for publication

Preliminary remark: Specific rules apply to the reproduction of archive documents and library collection on paper size A3 or smaller meant for private use (see also procedures for reading room visitors).

1. Items used for commercial purposes benefit from a 50% discount on all fees mentioned in points B.1.1 to B.1.5.
2. Items used for educational or private purposes benefit from a 50% discount on all fees mentioned in point C.1.
3. Discounts cannot be cumulated.

D. Request for remote research and copy of archive and library documents

1. The fee applied for a classic request is a flat rate comprising:
 - i. The digital copy of an original document (on paper), size A4 or A3, counting a maximum of 10 pages
 - ii. Or the digital copy of an existing file
 - iii. The administrative handling of the order and research costs limited to a maximum of 30 minutes
 - iv. Invoicing
 - v. Supply through the Internet
2. The flat rate is 10 € if the documents already are digitalized. The flat rate amounts to 40 € if the document does not yet exist in a digital format and has to be digitalized.
3. Following instances entail an extra cost:
 - i. Additional pages (over the 10 pages of an original A4 or A3 document): 0,50 €/page
 - ii. Research costs (over 30 minutes): 60,00 € per hour. Each 15-minute segment is charged.
 - iii. Print A4 on paper, black & white: 0,60 €/page
 - iv. Print A4 on paper, colour: 1,00 €/page
 - v. Print A3 on paper, black & white: 1,20 €/page
 - vi. Print A3 on paper, colour: 2,00 €/page
 - vii. Shipping: cost price

*Example: repro request for a 12-page personal file not as yet digitalized, to be supplied on paper and to be sent to the applicant:
40 € flat rate + 1 € (0,50 € / additional page x 2) + 7,2 € (0,60 € / print b&w) = 48,2 € to which shipping fees have to be added.*

4. When xeroxing a document the reader commits to respecting the rules with regard to copyright: the copy is meant for private, educational or research ends: copying an entire book is not allowed.

5. Digital reproductions and prints are supplied according to staff possibilities and reading room equipment availability.

Fee overview

Use	Commercial	Educational	Private	Reprint
Three-dimensional objects				
	70 € /view	35 €	35 €	35 €
	+ 35 € /additional view	17,5 €	17,5 €	17,5 €
	+ 35 € /specific view	17,5 €	17,5 €	17,5 €
	350 € /view for cover or poster	175 €	-	175 €
	+ 70 € for use on the Internet	35 €	-	35 €
Documents from the photographic collection, the Print Room or the Map Room				
Paper support > A3				
	70 € /view	35 €	35 €	35 €
Remark: also valid for archive and library documents	+ 35 € /additional view	17,5 €	17,5 €	17,5 €
	+ 35 € /specific view	17,5 €	17,5 €	17,5 €
	350 € /view for cover or poster	175 €	-	175 €
	+ 70 € for use on the Internet	35 €	-	35 €
Paper support ≤ A3				
	35 € /view	17,5€	17,5€	17,5€
Remark: not valid for archive or library documents for private use	+ 17,5 € / additional view	9 €	9 €	9 €
	+ 17,5 € /specific view	9 €	9 €	9 €
	175 € /view for cover or poster	90 €	-	90 €
	+ 35 € for use on the Internet	17,5 €	-	17,5 €
Remote repro request for archive and library documents				
Flat rate (maximum 10 p./30 min./digital supply)	Not applicable (n/a)	40 €	40 €	n/a
Supplements				
Document A4 or A3 (+ than 10 pages)	Not applicable (n/a)	0,50 € / page	0,50 € / page	n/a

Terms and fees for obtaining WHI reproductions

Research over 30 minutes	n/a	60 € / hour	60 € / hour	n/a
Print A4 (b&w)	n/a	0,60 € / page	0,60 € / page	n/a
Print A4 (colour)	n/a	1 € / page	1 € / page	Flat rate
Print A3 (b&w)	n/a	1,20 € / page	1,20 € / page	n/a
Print A3 (colour)	n/a	2 € / page	2 € / page	n/a
Shipping	n/a	Cost	Cost	n/a

Remark: All repro requests (microfilms, films, digital audio files, other formats, other resolutions, etc.) not mentioned in this listing are executed according to quote.

