

## **Regulations relating to the internet acquisition of photographs from the collection of the Warsaw Rising Museum via the Internet**

### **§1**

This document outlines the regulations relating to the acquisition of photographs from the Warsaw Rising collection through the Fototeka internet site.

### **§2**

In this document, the following definitions apply:

1. 'Museum' means the Warsaw Rising Museum, located at Grzybowska 79, Warsaw, city of Warsaw cultural institution registration number 10/2004.
2. 'Fototeka' means the sales point operated by the Museum, located on the internet at the following address: <http://1944.pl/galerie/fototeka/>
3. 'Photographs' means electronic reproductions of scanned images and other photographic materials in the Museum's collection that are available from the Museum through Fototeka.
4. 'Customer' is taken to be understood as a physical person, legal entity or organisation undertaking the acquisition of Photographs through the Fototeka internet site.

### **§3**

1. In order to obtain Photographs from Fototeka, Customers are required to register.
2. For every login specified by the Customer, they will receive a password.
3. A Customer registers for the first time by completing the registration form and accepting the associated conditions.
4. Subsequent visits to Fototeka will require Customers to log on using their login and the correct password.

### **§4**

1. To obtain Photographs through Fototeka, a customer is required to place an order for a specified Photograph.
2. A Customer places an order in the following way:
  1. Choosing a Photograph by indicating the purpose for which it will be used; for private purposes scans are provided in JPG format, for publication in TIFF
  2. completing a statement, including:
    - a. the type of publication in which the Photograph will be used

- b. the Customer's obligation to include information on the Photograph's author and source, being the Warsaw Rising Museum collection, with every publication of every purchased Photograph, by giving the full name of the source: "Warsaw Rising Museum"
- c. the Customer's obligation to keep the integrity of the Photograph, as well as to protect the image of those represented in the Photograph by not altering the photograph, distorting, cropping, cutting out or adding new elements to the photograph, or otherwise graphically altering the work

3. providing all details that are to be included on the invoice

3. In the event that the order information received is in any way unclear, the Museum reserves the right to not proceed with an order. In such cases, the Museum is obliged to inform the Customer promptly by electronic means.

4. Once an order has been placed, a Customer will receive an email with an invoice containing the details of the order, on the basis of which the Customer is required to make a transfer to the Museum's account.

5. A Customer can cancel an order within 10 days of its placement. To do so, the Customer should forward a statement saying: 'I wish to inform you that I am cancelling order number \_\_\_\_\_ placed with Fototeka on the date of \_\_\_ / \_\_\_ / \_\_\_\_\_' to the Warsaw Rising Museum, Grzybowska 79, Warsaw. A Customer can also cancel an order by not paying the amount due.

## §5

1. An order will be executed following receipt by the Museum of the amount due via bank transfer, except in cases where no fee applies.

2. After receipt of the amount due by the Museum, as outlined in paragraph 1 above, the Customer will receive an email containing information on how to access the requested Photographs in electronic form via a link. After the Photographs have been accessed by the Customer, the link will be deleted from the server.

3. If data transmission is interrupted while the Photographs are being accessed and the link is deleted, the Customer will need to inform the Museum by lodging a complaint.

4. The purchase price to be paid by the Customer is outlined in the pro-forma invoice. The price given is gross, and includes all goods and services taxes applicable at the time of purchase.

5. Archival photographs offered by the online Fototeka collection are available in electronic form as a digital file JPG and TIFF at 300 dpi resolution.

6. Complaints associated with Photograph purchases may be submitted in written form to the Warsaw Rising Museum, Grzybowska 79, 00-840 Warsaw or by e-mail to [fototeka@1944.pl](mailto:fototeka@1944.pl)

## §6

1. Fototeka Photographs are copyrighted works.
2. Acquiring a Photograph from Fototeka gives Customers the right to a single use of the Photograph solely for the purpose indicated by them in the order.
3. The customer commits to:
  1. provide proper information of the author of the Photograph and its source from the collection of the Warsaw Rising Museum by giving the full name of the source: “Warsaw Rising Museum”
  2. keep the integrity of the work and protect the image of those represented in the Photograph by not altering the photograph, distorting, cropping, cutting out or adding new elements to the photograph, or otherwise graphically altering the work

## §7

If the use of a photograph in a project would involve altering the integrity of the work, please submit a request for the photograph for that purpose to the following email address: [fototeka@1944.pl](mailto:fototeka@1944.pl)

Requests will be considered individually.

## §8

1. Fototeka materials are available to users both within and outside of Poland.
2. By registering and logging in to the Fototeka site (Photo Library), the Customer consents to the processing of his/her personal data, given in the registration form, by the Museum. Customers retain the right to access this personal information, correct it, and request its deletion. The administrator of the personal data collected for the purposes of orders’ processing and customer service is the Warsaw Rising Museum, located in Poland, Warsaw, 79 Grzybowska Street.

## §9

1. These regulations are available in electronic format on the page REGULATIONS FOR USE (REGULAMIN)
2. Each customer is required to familiarise him/herself with the contents of these regulations, and in placing an order is taken to have accepted their provisions.