

Directive 12/2021. (XII.10.) of the
DIRECTOR OF THE HUNGARIAN MUSEUM OF ARCHITECTURE
AND
MONUMENT PROTECTION DOCUMENTATION CENTER

on the Collection Use and Research Rules for
the Hungarian Museum of Architecture and Monument Protection Documentation Center

1. By the power invested in me by the Organizational and Operational Rules of the Hungarian Museum of Architecture and Monument Protection Documentation Center (hereinafter: the HMA MPDC), I hereby define the Collection Use and Research Rules for the HMA MPDC in the provisions of the present directive.
2. The present directive enters into force on the first working day following its signing and it must be employed in ongoing matters that have not yet been decided.
3. The directive related to the Collection Use and Research Rules for the HMA MPDC must be announced to the employees of the HMA MPDC in the customary manner in place and must be published on the website of the HMA MPDC.
4. On the day of this directive entering into force, directive number 17/2019 (XI.28.) of the Director of the HMA MPDC expires.

The Collection Use and Research Rules are an appendix to the present directive.

Budapest, 10 December 2021

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Dr. Kornél Tamás Almássy
Director

**COLLECTION USE AND RESEARCH RULES
FOR THE HUNGARIAN MUSEUM OF ARCHITECTURE AND MONUMENT PROTECTION
DOCUMENTATION CENTER**

I hereby provide rules as follows for the conditions for research, making reproductions, and utilizing the collections of the Hungarian Museum of Architecture and Monument Protection Documentation Center (hereinafter: the HMA MPDC) and the fees for reproductions and use:

I. RULES FOR RESEARCH

I.1. General rules for research

I.1.1. Pursuant to Governmental Decree number 47/2001. (III. 27.) on research that may be conducted in museum institutions, the HMA MPDC provides the opportunity for external researchers to research and study the documents held in the museum (plans, drawings, photographs, writings, manuscripts, publications, documentation, works of fine art, works of applied art, and models).

On the basis of the Decree of the Ministry of Education and Culture number 2/2010. (I.14.) on the operating permits of museum institutions, the HMA MPDC provides research services on at least two days every week for a period of four hours in the interests of research.

I.1.2. All scholarly examination, data collection, and information acquisition qualifies as research in the collections of the HMA MPDC, independent of whether the research or the publication is aimed at publishing or utilizing the actual materials or utilizing the information, data, or conclusions obtained from them.

I.1.3. All natural entities who have a valid research authorization issued by the HMA MPDC and obligate themselves to abide by the research rules contained within the present rules are authorized to research the documents held in the collections of the HMA MPDC.

I.1.4. The institutional collection materials of the HMA MPDC (hereinafter: the institutional collections) are comprised of the collection materials of the Monument Protection Documentation Department and of the Museum Department, and the department heads are responsible for the duties related to their use.

I.1.5. The Monument Protection Documentation Department allows for the research of the following **four separate collection materials** for researchers:

- a) Library: not a lending library
- b) Print and Drawing Archives
- c) Photographic Archives
- d) Document Archives

I.1.6. The Museum Department allows for the research of the following **seven separate collection materials** for researchers:

- a) Print and Drawing Collection
- b) Photography Collection
- c) Fine Art Collection
- d) Applied Arts Collection
- e) Model Collection
- f) Book Collection
- g) Database

I.1.7. The given department heads are responsible for the proper functioning of the research services of the individual departments.

I.1.8. Prior registration and appointment verification are necessary at the gyujtemenyek@mma-mem.hu e-mail address for research of the materials in the institutional collections.

I.2. Authorization of research

I.2.1. Pursuant to Governmental Decree number 47/2001. (III.27.), research authorization must be requested in writing from the Director of the HMA MPDC for research of the materials in the institutional collections.

The researcher is obligated to indicate their name, residential address, mailing address, ID card number (passport number in the case of non-Hungarian citizens), occupation, and electronic or telephone contact information in the application for research authorization.

I.2.2. The researcher is obligated to summarize briefly the research topic in the application for research authorization and to designate the purpose of the research or what research activities they plan to perform, and furthermore, they are obligated to write down the precise number/code of the objects of cultural heritage requested, their location, and the name of the collection.

I.2.3. By signing the application for research authorization, the researcher declares that they will abide by the Collection Use and Research Rules, the stipulations related to scientific research in the law on the right of self-determination as regards information and freedom of information, as well as the provisions of Act LXXVI of 1999 on copyrights (hereinafter: the copyright law).

By signing the application for research authorization, the researcher consents to the recording and management of the personal data they provide by the HMA MPDC for the purposes and duration defined on the basis of section 4 of Governmental Decree number 47/2001. (III.27.).

By signing the application for research authorization, the researcher also accepts the provisions of the Data Management Rules of the HMA MPDC.

I.2.4. By signing the application for research authorization, the researcher accepts the obligation to not misuse or make public data affecting personal rights that come to their knowledge.

I.2.5. By signing the application for research authorization, the researcher also accepts the obligation to preserve the condition and safety of the materials provided for their viewing during research, and to repay any damage they cause to them according to the provisions of the Civil Code.

The researcher is obligated to abide by the ethical standards and provisions of copyright law for publication, to provide information to the HMA MPDC on the results of the research, and to send a digital copy of the published work (article, study, book, etc.) to the gyujtemenyek@mma-mem.hu e-mail address within one month of its publication.

I.2.6. The researcher understands that they may only utilize the service for reproduction (making of copies) in return for the currently valid fees.

I.2.7. The researcher understands that the research authorization does not give them the right to utilize the documents provided to them for research in any other way (e.g. distribution, adaptation, exhibition, etc.), but the utilization of the documents is possible according to the provisions of the copyright law in force.

I.2.8. The researcher is obligated to download the sample **Application for Research Authorization Form** from the HMA MPDC website (www.memmdk.hu), and to send the signed application to the gyujtemenyek@mma-mem.hu e-mail address as well as 2 (two) printed copies of it to the mailing address: HMA MPDC Administrative Department, 1372 Budapest, Pf. 418. The department head of the collection is responsible for filing the application for research authorization.

I.2.9. The employees of the HMA MPDC are obligated to forward research applications arriving at their e-mail addresses immediately to the gyujtemenyek@mma-mem.hu e-mail address.

I.2.10. The Director of the HMA MPDC authorizes or denies research in the institutional collections of the HMA MPDC based on the opinions of the department heads of the collections.

The department heads of the collections are required to record their opinions on the application for research authorization.

I.2.11. The Director decides on the granting or denial of the research authorization within no later than 5 days calculated from the electronic submission of the application for research authorization.

The department heads of the collections inform the researcher about the granting of the research authorization from the gyujtemenyek@mma-mem.hu e-mail address.

The Director is obligated to provide grounds for the denial of research authorization.

If research authorization is denied, the applicant may turn to the courts.

The HMA MPDC is required to store the research authorization and the copy of the application for 5 years.

I.2.12. Pursuant to section 5, paragraph (1) of Governmental Decree number 47/2001. (III.27.), the Director of the HMA MPDC **will not grant** research authorization for objects of cultural heritage in the institutional collections of the HMA MPDC or their documentation if

a) the objects have not yet been registered in the records;

b) their research or utilization is bound to a separate authorization based on a contract or a legal regulation and the applicant is not in possession of said authorization;

c) the object has not been registered by the museum institution for longer than 5 years and it has not yet been displayed to the public.

I.2.13. In addition to the above, the Director of the HMA MPDC **may refuse to issue research authorization** based on section 5, paragraph (2) of Governmental Decree number 47/2001. (III.27.) if

a) the activity or its method of performance would endanger the condition or safety of the object of cultural heritage;

b) the objects in question are in the process of restoration, conservation, or preparation, or are appearing in an exhibition;

c) the applicant for the authorization has during previous research been found to have violated the provisions of this decree or the research rules of the museum institution, thereby endangering objects of cultural heritage;

d) in the given year, the processing or utilization of the object of cultural heritage for scientific or public educational purposes appears in the annual research/work plan of the HMA MPDC.

I.2.14. In the cases indicated in **points I.2.13. a) and c)** or in the **rules related to photography**, the Director of the HMA MPDC may also rescind a research authorization that has already been issued.

I.2.15. The Director of the HMA MPDC will refuse to issue research authorization based on an improperly or insufficiently completed research application.

I.2.16. Research authorization for objects of cultural heritage held at the HMA MPDC that are **not part of its own collections** (materials placed in its care for custodianship, on loan, for expert opinions, or for restoration, as well as at the request of the courts or the authorities, etc.) as well as the **basic professional data** – listed in the appendix of Governmental Decree number 47/2001. (III.27.) – documented on these objects can only be issued if the contract signed during transfer provides express written consent for this, or if this is not the case, express consent is provided by the owner.

I.2.17. The Director of the HMA MPDC **will not grant** research authorization to an individual who has previously had their research authorization permanently or temporarily rescinded, or those who the supervising ministry at that time has ordered and announced their permanent or temporary ban from all museums in the country and/or other public collections.

I.2.18. The Director of the HMA MPDC is authorized to provide a reproduction or documentation available to the institution instead of the original objects of cultural heritage for the purpose of the research.

The Director of the HMA MPDC is obligated to request the opinion of the department heads of the collections prior to the decision.

I.2.19. Research performed at the institutional collections of the HMA MPDC is free of charge.

I.2.20. The research authorization is issued by name and cannot be transferred.

I.2.21. The research authorization is valid for one calendar year or until it is revoked. New authorization must be requested when necessary if the authorization has lapsed.

I.2.22. If the research of materials that are not covered under a previously issued research authorization becomes necessary during the research, or if the researcher wishes to include another individual in the research, they must request an amendment to the research authorization, indicating the new research materials or the identity of the new researcher. The Director also decides on the amendment of the research authorization based on the recommendation of the department heads of the collections within no more than 5 days following the arrival of the application.

I. 2.23. The researcher may request reproductions for research purposes and of research quality of the objects being researched or the documentation of their **basic professional data** based on section 8 of Governmental Decree number 47/2001. (III. 27.) **for a service fee** according to the provisions of point II.5 of the present rules.

I.3. Rules related to research activities

I.3.1. When beginning research, the researcher must register themselves in the Researcher's Log. The following must be indicated in the Researcher's Log:

- a) the date of the research (day, month, year);
- b) the research authorization number;
- c) the researcher's name;
- d) the inventory number/code of the materials issued for research;
- e) the verification of the accuracy of the personal data and the receipt of the materials researched by the researcher through their signature;
- f) the verification of the complete return of the materials researched by the individual responsible for the operation of the research services through their signature.

I.3.2. The Researcher's Log must be closed on 31 December of every year and it must be opened at the beginning of the next year with a new serial number beginning with 1.

The Researcher's Log may not be discarded, and it must be kept by the Administrative Department of the HMA MPDC.

I.3.3. Prior to beginning the first research, the individual acting as the daily supervisor at research services must check the research authorization of the researcher and its validity.

If the researcher does not have a valid research authorization, the individual acting as the daily supervisor at the research services is obligated to record this fact in the Researcher's Log and immediately inform the department head of the collection, who is obligated to instruct the unauthorized individual to leave the research room as well as inform the Director of the HMA MPDC of this in writing.

I.3.4. The amount of materials issued during research at any one time cannot exceed:

- 0.5 linear meters of documents,
- 10 books in the case of books,
- ten volumes of documentation in the case of documentation,
- 5 boxes of archival photographs, or
- 1 drawer full of drawings in the case of drawings.

I.3.5. The researcher is obligated to send the precise data (e.g. inventory number) about the materials desired for study by e-mail to the proper employee of the HMA MPDC no later than 3 days before the commencement of the work.

The collection official/museologist is obligated to prepare the materials requested for the researcher, so that the researcher in possession of the research authorization may begin the research.

I.3.6. The documents prepared for the researcher will be replaced to their original locations in the collections 15 days after being requested.

I.3.7. If multiple researchers request authorization to research the same institutional collection materials at the same time, the Director of the HMA MPDC will decide on the order of the researchers based on the recommendations of the department heads.

I.3.8. Research is performed at the research rooms under supervision.

The individual acting as the daily supervisor at research services sees to the order and silence of the research rooms.

I.3.9. Only pencils may be used for taking notes in the research room. No written notation may be made on the original materials during work, even indentations made through notepaper. When researching archival photographs, plans, and old books, the researcher must wear cotton gloves.

I.3.10. The researcher may not take the institutional collection materials out of the research room.

I.3.11. The researcher is obligated to maintain the organization, order, condition, etc. of the institutional collection materials being researched. If the researcher detects irregularities or deficiencies in the materials issued for research, they must immediately inform the individual acting as the daily supervisor at research services.

I.3.12. Damaging, bending, scratching, disassembling, or hitting the institutional collection materials in any way, affixing anything to them, marking them with a pencil or pen, correcting the text of the documents or making any notes, underlining, or drawing in them, bending their corners, crumpling them, writing on them, or performing any action that would damage their condition or endanger them is strictly forbidden.

A researcher causing damage from these actions must pay for them to the HMA MPDC within 30 days of notification in accordance with the provisions of the Civil Code.

I.3.13. Smoking, eating, or disturbing others in their work in any way is forbidden in the research rooms.

I.3.14. The researcher must abide by the regulations in effect for pandemics.

I.3.15. The researcher is obligated to place any large bags, coats, etc. in the secure locker prior to using the institutional collections.

I.3.16. If the researcher damages the institutional collection materials or does not abide by the provisions of the Collection Use and Research Rules, or disturbs the order of the research room through their behavior, the individual acting as the daily supervisor at research services will, in addition to recording this in the Researcher's Log, immediately inform the department head of the collection, who will be obligated to suspend the research and order the researcher to leave the research room, and in addition is obligated to initiate the revocation of the research authorization that has been issued with the Director of the HMA MPDC.

The Director of the HMA MPDC will decide on the revocation of the research authorization that has been issued.

I.4. Use of the photography permit

I.4.1. The researcher may use their own devices during research that assist or simplify the work. Researchers with research authorization are authorized to make copies with digital cameras or mobile telephones only if they have a photography permit. Other devices capable of making copies (e.g. scanners, hand-held scanners) cannot be brought into the research room and cannot be used to make copies.

Reproducing the documents in other ways may only be performed by the HMA MPDC based on an application for reproduction from the researcher.

I.4.2. The daily supervisor at research services sees to duties related to the photography permit.

I.4.3. The research services of the HMA MPDC provides half-day or 1-day photography permits for researchers, and the prices for these are contained in the list of fees number 1 of the present rules. The half-day photography permit is valid either from 9 am-12 noon or 1 pm-4 pm. When performing research in multiple collections, the price of the photography permit is to be paid per collection.

I.4.4. A photography permit may be requested using the form at research services.

The researcher is obligated to transfer the price of the photography permit to the bank account number 10023002-00338958-00000000 of the HMA MPDC held at the Hungarian State Treasury.

The researcher is obligated to indicate the serial number of the photography permit on the bank transfer.

Expenses arising in connection with the transfer are the responsibility of the researcher.

The researcher is obligated to send the document verifying the payment of the photography permit to the mdkgyujtemenyek@mma-mem.hu and/or epiteszetimuzeum@mma-mem.hu e-mail address(es).

The researcher may begin the photography following the transfer of the price of the photography permit. The validity of the photography permit is recorded at research services.

I.4.5. The valid photography permit and the materials to be photographed must in every case be shown to the daily supervisor at research services. The daily supervisor at research services is authorized to monitor the photography of the collection materials and forbid such activities for the purpose of protecting the collections. The full content of library and other documents cannot be photographed.

I.4.6. When making photographs, the researcher is obligated to place the photography card issued by the HMA MPDC on the document in such a way that the identification data and the logo of the HMA MPDC are clearly legible and visible in the digital images made.

I.4.7. Flash photography, stands, or other supplementary (e.g. immobilizing) and lighting implements may not be used for photography.

Photocopies must be made in such a way that the equipment for making the reproduction may not come into physical contact with the document being reproduced.

Folding the documents is forbidden when making the images. If the document must be immobilized to take the photograph, weights that may be used will be provided to the researcher by the employees of research services. The daily supervisor at research services will provide information on the method of immobilizing the document. Immobilizing the document in any other manner or with any other implements is forbidden.

I.4.8. The researcher's reproductions made of the documents in the collections of the HMA MPDC may only be used for research, and they may only be utilized in accordance with the provisions of the copyright law in force.

I.4.9. If the rules related to digital photography are violated, the daily supervisor at research services is obligated to rescind the photography permit and inform the department head of the collection and the Director.

II. ORDERING REPRODUCTIONS

II. 1. The department heads of the collections involved in the orders are responsible for the orders for reproductions and authorizations for the issuance of reproductions according to the present rules.

II.2. The HMA MPDC issues the reproductions requested from the institutional collections based on orders submitted according to the “**Reproduction Order Form**” authorized for this purpose and signed by the Client (hereinafter: the order), subject to the condition that the receipt of the reproduction does not legally authorize the Client to utilize the reproduction.

II.3. By signing the order, the Client understands that

- the HMA MPDC is not authorized to make a declaration on the copyright use of the reproduction and the Client is burdened with the obligation to utilize the reproductions received in accordance with the legal provisions;
- the Client is only authorized to use the reproductions received from the HMA MPDC in possession of an authorization of use issued by the creator, the legal owner, the organization handling the joint rights of the creators, etc. and in accordance with the provisions of the copyright law in force;
- the HMA MPDC takes no responsibility for the legal repercussions arising from illegal utilization of the reproductions;
- the Client is obligated to be informed about the provisions of copyright law in force related to the legal use of the reproductions issued;
- the HMA MPDC only issues the digital reproduction(s) requested for the purpose indicated in the order;
- if the Client wants to use the digital reproductions ordered for other purposes, they are obligated to order the digital reproductions again and pay the fee for reproduction;
- the digital copies of the reproductions must be removed from every data storage unit immediately after use.

II.4. The full content of library and other documents may not be copied or published in digital form. Photocopies of library documents from before 1950 cannot be made due to considerations for the protection of the objects.

II. 5. The researcher may request **for a service fee** reproductions for research purposes and of research quality of the objects being researched or the documentation of their **basic professional data**¹ based on section 8 of Governmental Decree number 47/2001. (III. 27.).

The HMA MPDC issues thumbnail, watermarked reproductions of 500 pixels at 300 dpi resolution for research purposes to researchers at a discounted fee.

Reproductions may only be ordered for research purposes when in possession of a valid research authorization.

II.6. If the researcher is prevented from appearing in person (e.g. in the case of a researcher abroad, a researcher who has impaired mobility, during a pandemic, etc.), the HMA MPDC provides an opportunity based on the researcher's research authorization to view the desired research materials electronically. In this case, the researcher will receive a thumbnail-quality, watermarked compilation not suitable for publication in PDF format

¹ **Appendix to Governmental Decree 47/2001. (III. 27.)**

The basic professional data from documentation on objects of cultural heritage that can be provided for researchers:

- a) their identification data: institution, collection (organizational unit), inventory number (code),
- b) their designation (title),
- c) geographical, social, etc. data of their description, use, and content,
- d) circumstances, date, creator (workshop), etc. of their origin and creation,
- e) determination of their age and the method of this determination,
- f) their materials, techniques, and method of production,
- g) their dimensions and size,
- h) their conditions,
- i) their discovery site,
- j) their method and date of acquisition,
- k) the name of the person who acquired them,
- l) information related to the museological circumstances of their acquisition (archaeological excavation),
- m) their restoration,
- n) the results of their laboratory examination and materials analysis,
- o) their exhibition and related professional literature,
- p) pictures (reproductions) of the object or document serving for identification produced through photography, Xerox processes, (micro)film, video, or other techniques, as well as their inventory numbers (codes).

of the objects indicated in the research application after having submitted the application for ordering the reproduction and paying the reproduction fee based on the list of fees number 1 in the present rules.

II.7. The Client is obligated to initiate the ordering of reproductions through the completion and signature (corporate signature) of the **“Reproduction Order Form”**.

The Client is obligated to send the application with the signature/corporate signature to the gyujtemenyek@mma-mem.hu e-mail address with its version that can be edited and 2 (two) printed copies of it to the mailing address: HMA MPDC Administrative Department, 1372 Budapest, Pf. 418.

The Client must download the **“Reproduction Order Form”** from the HMA MPDC website.

II.8. Employees of the HMA MPDC are obligated to forward orders arriving to their e-mail addresses immediately to the gyujtemenyek@mma-mem.hu e-mail address.

II.9. The department heads of the collections are obligated to prepare a preliminary calculation of the reproduction fee to be paid based on the application to issue a reproduction and within 5 working days of its arrival, as well as to prepare a draft of the authorization to issue a reproduction based on appendices 4 and 7 of the Collection Use and Research Rules, and then to submit these to the Director for authorization and signing.

If the application to issue reproductions concerns the collections of both departments, then both department heads are obligated to submit the preliminary calculation of the reproduction fee to be paid and the draft of the authorization to issue a reproduction to the Director for authorization and signing.

The department heads are also authorized to submit the preliminary calculation and the draft authorization jointly.

II.10. The list of fees number 1 of the present rules determines the fees for producing reproductions.

II.11. The department heads of the collections in accordance with the consent of the Director send the call for payment of the reproduction fee to the Client with the condition that it must be paid within 5 days by bank transfer to the bank account number 10023002-00338958-00000000 of the HMA MPDC held at the Hungarian State Treasury.

The Client is obligated to indicate the file number of the order on the bank transfer.

The expenses related to the transfer are the responsibility of the Client.

The Client is obligated to send the document verifying the payment of the reproduction fee to the gyujtemenyek@mma-mem.hu e-mail address.

II.12. The department heads of the collections inform the HMA Administration Department of Finance and Economics from the gyujtemenyek@mma-mem.hu e-mail address to issue a receipt for the reproduction fee in consideration of the payment of the Client.

II.13. The Director signs the authorization to issue a reproduction within 3 days of the verification of the payment of the fee.

II. 14. The department heads of the collections are obligated to send the authorization to issue the reproduction to the Client electronically in digital form from the gyujtemenyek@mma-mem.hu e-mail address following the payment of the fee and the receipt verifying the payment of the reproduction fee along with the reproduction requested, or deliver the documents in printed form, based on the application, handing them over in person at the 1135 Budapest, 33-35 Jász Street address.

II.15. If the Client does not use the reproduction for any reason, they are not authorized to receive repayment of the reproduction fee.

II.16. The HMA MPDC issues the reproductions designated in the order for the purposes indicated in the order. If the Client wishes to use them again for other purposes, they are obligated to order the reproductions again and pay the reproduction fee.

II.17. If the Client uses the reproductions issued again without authorization, they are obligated to pay five times the fee for reproduction as a lump sum damage award within 30 days of receipt of the call for payment by the HMA MPDC.

II.18. The Client is obligated to indicate the title, creator, date of creation, and code/inventory number of the work(s) utilized as well as the HMA MPDC collections as the source of the document(s) utilized with the designation of the collections according to points I.1.5 and I.1.6 of the present rules.

The Client is required to use the following titles of the institution when indicating it as a source:

- a) Full name: Magyar Építészeti Múzeum és Műemlékvédelmi Dokumentációs Központ (MÉM MDK)
- b) Abbreviated name: MÉM MDK
- c) English language name: Hungarian Museum of Architecture and Monument Protection Documentation Center (HMA MPDC),
- d) German language name: Ungarisches Architekturmuseum- Forschungszentrum und Archiv für Denkmalpflege
- e) French language name: Musée D'architecture de Hongrie et Centre de Documentation de Protection du Patrimoine
- f) Russian language name: Венгерский Музей Архитектуры и Центр по Документации и Сохранении Памятников

The Client is obligated to indicate the institution's full name at least once, and then following that may use the abbreviated name of the institution together with the name of the collection and the code/inventory number of the collection materials.

The Client will use the Hungarian language name of the institution in situations of Hungarian language use, while the appropriate foreign language name will be used in situations of foreign language use. If the use is in a language not appearing above, then the name of the institution will be indicated in English.

The Client will indicate the logo of the institution as below in the imprint of the exhibition or monograph:



II.19. In the case of an application for reproductions concerning at least 15 documents, the Director of the HMA MPDC is authorized to make a special agreement with the Client and determine a special reproduction fee.

III. AUTHORIZATION OF USE

III.1. The department heads of the collections involved in the authorization are responsible for the issuance of the authorization of use according to the present rules.

III.2. The HMA MPDC exclusively issues authorizations of use for works found in the institutional collections that were created by employees of the HMA MPDC or its legal predecessor(s) in the context of their employment. The HMA MPDC holds the copyrights in connection with these works.

III.3. Anyone who wants to use works found in the institutional collections of the HMA MPDC in cases when the copyright is not held by the HMA MPDC is obligated to turn to the creator, the legal owner, the organization handling the joint rights of the creators, etc. in the interest of obtaining the authorization of use.

III.4. Anyone who wants to use a work according to point III.2 is obligated to request an authorization of use from the HMA MPDC and pay the fee for use upon demand.

III.5. The User is obligated to initiate the authorization of use for works defined in point III.2 through the completion and signature (corporate signature) of the **“Application for Authorization of Use”** form.

The User is obligated to send the application with their signature/corporate signature to the gyujtemenyek@mma-mem.hu e-mail address with its version that can be edited and 2 (two) printed copies of it to the mailing address: HMA MPDC Administrative Department, 1372 Budapest, Pf. 418.

The User is obligated to download the **“Application for Authorization of Use”** sample form from the website of the HMA MPDC.

Employees of the HMA MPDC are obligated to forward applications for authorization of use arriving to their e-mail addresses immediately to the gyujtemenyek@mma-mem.hu e-mail address.

III.6. The department heads of the collections are obligated to prepare a preliminary calculation of the fee for use to be paid based within 5 working days of its arrival, as well as to prepare a draft of the authorization for use based on appendices 6 and 8 of the Collection Use and Research Rules, and then to submit these to the Director for authorization and signing.

If the application for authorization of use concerns the collections of both departments, then both department heads are obligated to submit the preliminary calculation of the fee for use to be paid and the draft of the authorization of use to the Director for authorization and signing.

The department heads are also authorized to submit the preliminary calculation and the draft authorization jointly.

III.7. There is a fee for use. The list of fees number 2 of the present rules determines the fees for use. The fees determined in the list of fees relate to use for one year.

If the authorization of use is for a period less than one year, then the fee set in the list of fees number 2 must still be paid.

III.8. The department heads of the collections in accordance with the consent of the Director send the call for payment of the fee for use to the User with the condition that it must be paid within 5 days by bank transfer to the bank account number 10023002-00338958-00000000 of the HMA MPDC held at the Hungarian State Treasury. The User is obligated to indicate the file number of the application for use on the bank transfer.

The expenses related to the transfer are the responsibility of the User.

The User is obligated to send the document verifying the payment of the fee for use to the gyujtemenyek@mma-mem.hu e-mail address.

III.9. The department heads of the collections inform the HMA Administration Department of Finance and Economics from the gyujtemenyek@mma-mem.hu e-mail address to issue a receipt for the fee for use in consideration of the payment of the User.

III.10. The Director signs the authorization of use within 3 days of the verification of the payment of the fee.

III.11. The department heads of the collections are obligated to send the authorization for use to the User electronically in digital form from the gyujtemenyek@mma-mem.hu e-mail address following the payment of the fee and the receipt verifying the payment of the fee for use along with the reproduction requested, or deliver the

documents in printed form, based on the application, handing them over in person at the 1135 Budapest, 33-35 Jász Street address.

III.12. The User obtains the rights for use for the purpose of use indicated in the authorization of use. The User is obligated to request a new authorization of use in the case of a different use for the document.

III.13. The authorization of use does not ensure exclusive rights for use and is only valid for the time period indicated in the authorization of use.

The authorization of use is issued by name and cannot be transferred.

III.14. The User is obligated to indicate the title, creator, date of creation, and code/inventory number of the work(s) utilized as well as the HMA MPDC collections as the source of the document(s) utilized with the designation of the collections according to points I.1.5 and I.1.6 of the present rules.

The Client is required to use the following titles of the institution when indicating it as a source:

- a) Full name: Magyar Építészeti Múzeum és Műemlékvédelmi Dokumentációs Központ (MÉM MDK)
- b) Abbreviated name: MÉM MDK
- c) English language name: Hungarian Museum of Architecture and Monument Protection Documentation Center (HMA MPDC),
- d) German language name: Ungarisches Architekturmuseum- Forschungszentrum und Archiv für Denkmalpflege
- e) French language name: Musée D'architecture de Hongrie et Centre de Documentation de Protection du Patrimoine
- f) Russian language name: Венгерский Музей Архитектуры и Центр по Документации и Сохранении Памятников

The User is obligated to indicate the institution's full name at least once, and then following that may use the abbreviated name of the institution together with the name of the collection and the code/inventory number of the collection materials.

The User will use the Hungarian language name of the institution in situations of Hungarian language use, while the appropriate foreign language name will be used in situations of foreign language use. If the use is in a language not appearing above, then the name of the institution will be indicated in English.

The User will indicate the logo of the institution as below in the imprint of the exhibition or monograph:



MÉM MDK © 10 December 2021

III.15. The User is obligated to verify the use of the reproduction(s). For this, the User is obligated to send the following documents to the HMA MPDC Administrative Department, 1372 Budapest, Pf. 418 address:

- a) a sample copy of a publication appearing in print within 60 working days of its publication, free of charge;
- b) in the case of display at an exhibition, a photograph (showing the interior) of a quality that allows for the identification of the reproduction within 60 working days of the opening;
- c) in the case of a digital publication, a copy of the digital data storage device or an indication of where it can be downloaded within 60 working days of its appearance.

If a use according to point a) concerns collections from both departments, the User is obligated to verify the utilization by sending two copies.

III.16. The reproductions cannot be altered in any way (e.g. cannot be distorted, disfigured, defaced, etc.) without prior consent from the HMA MPDC.

If the User uses a detail of a reproduction with the authorization of the HMA MPDC, the citation of the reproduction must contain an indication that it is a “detail”.

III.17. The reproduction cannot be used without the authorization of use from the HMA MPDC or in a manner differing from the provisions in the authorization of use.

In case of utilization without authorization or differing from what has been authorized, the User is obligated to pay to the HMA MPDC five times the fee for use as a lump sum damage award within 30 days of receipt of the call for payment from the HMA MPDC.

III.18. The User is obligated to remove the digital copies of the reproductions from all data storage devices immediately following use.

III.19. If for any reason the User does not use the reproduction within the authorized time period, it is not entitled to repayment of the fee for use.

III.20. In the case of an application for use concerning at least 15 documents, the Director of the HMA MPDC is authorized to make a special agreement with the User and determine a special reproduction fee.

IV. Final provisions

IV.1. The present rules enter into force on the working day following the signature of the directive. The force of the rules extends to every employee of the HMA MPDC and all individuals who submit an application for a research authorization to the Director of the HMA MPDC, perform such research, or utilize the services contained in these rules.

IV.2. On the day when the present rules enter into force, the HMA MPDC Collection Use Rules issued as an appendix to Directive 17/2019 (XI.28.) of the Director of the HMA MPDC are no longer in effect.

IV.3. The Director of the HMA MPDC is authorized to review and amend the lists of fees numbers 1 and 2 that comprise appendices to the present rules every year or when necessary.

IV.4. The Director of the HMA MPDC exempts those individuals performing studies or research in Hungarian institutes of higher education participating in the preparation of thesis, doctoral dissertation, or professorial habilitation work from the obligation to pay the fees in the list of fees number 1 for reproduction fees or the list of fees number 2 for fees for use when publishing their work so long as it appears in the scholarly periodicals in the Hungarian Collection of Scientific Works (*Magyar Tudományos Művek Tára – MTMT*) or the Impact Factor (Scope, WOS, etc.) database. The individual authorized for exemption is obligated to complete the application appearing in the Appendix and attach the documents verifying the relevant facts to the application. The Director decides on the exemption according to the procedure included in the present rules.

IV.5. All employees of the HMA MPDC are obligated to abide by the provisions included in the present Collection Use and Research Rules and to use the document forms appearing in the appendices while administering the matters.

Violation of the provisions of the Collection Use and Research Rules by an employee qualifies as violation of duties arising from employment, which is subject to legal repercussions.

IV.6. Administration of the procedures of the present rules must exclusively be performed through the gyujtemenyek@mma-mem.hu e-mail address.

IV.7. The present rules along with their appendices must be published on the HMA MPDC website and in its research rooms so that they can be known to those affected by them.

IV.8. The site for the preservation of all documents created on the basis of the present rules is the Administrative Department. In consideration of this, the relevant department heads are obligated to hand over all documents to the Administrative Department within 5 working days of their conclusion.

IV.9. A matter is considered concluded on the day when the Director has decided on the issuance or rejection of the research authorization, or when the reproduction with the reproduction authorization ordered by the Client or

User is sent together with the bill or together with the authorization of use to the Client or User electronically using the gyujtemenyek@mma-mem.hu e-mail address.

IV. 10. It is not obligatory to use the application and authorization forms for matters that are already underway but have not yet been decided at the time when the present rules enter into force.

Appendices:

1. Application for Research Authorization and Research Authorization Sample Form
2. Photography Permit Sample Form
3. Reproduction Order Sample Form
4. Authorization to Issue a Reproduction Sample Form
5. Application for Authorization of Use Sample Form
6. Authorization of Use Sample Form
7. List of Fees Number 1 – Reproduction Fees
8. List of Fees Number 2 – Fees for Use

Appendix Number 1

HUNGARIAN MUSEUM OF ARCHITECTURE AND MONUMENT PROTECTION DOCUMENTATION CENTER

APPLICATION FOR RESEARCH AUTHORIZATION – SAMPLE FORM

File number:

1.) Personal data of the applicant researcher:

Name:

Address:

Mailing address:

ID card/passport number:

Telephone number:

E-mail address:

Occupation:

2.) Name and address of the workplace/employer/educational institution of the applicant researcher:

Institution supporting/contracting/commissioning the research:

3.) Basic information related to the research:

Brief summary of the topic and goal of the research:

Description of the planned research activities:

Designation of the research topic and precise specification of the inventory numbers/codes for the objects of cultural heritage requested for research:

Name of the research location and collection:

4.) Method of communication: electronic

I hereby request authorization for the research based on the above.

.....

RESEARCHER'S STATEMENT

I, the undersigned, do state in full understanding of my criminal liability that the information indicated in the research application is in accordance with the truth, and furthermore that I understand and will abide by the Collection Use and Research Rules published on the website of the Hungarian Museum of Architecture and Monument Protection Documentation Center (hereinafter: the HMA MPDC).

I accept the obligation to abide by the regulations related to scientific research in the law on the right of self-determination as regards information and freedom of information as well as the provisions of Act LXXXVI of 1999 on copyrights.

I consent to the personal information provided in the present application to be recorded and administered by the HMA MPDC for the designated purposes and duration according to section 4 of Governmental Decree 47/2001. (III.27.).

By signing this research application, I declare that I understand the provisions of the HMA MPDC Data Management Rules and accept them as binding for myself (the Data Management Rules can be found on the HMA MPDC website: www.memmdk.hu).

In full understanding of my criminal liability, I state that I will not misuse any data affecting individual rights that comes to my knowledge and I will not make this data public.

I accept the obligation that I will care for the safety and condition of the materials I receive for research and inspection, and I will reimburse any damages I cause within 30 days of notice according to the provisions of the Civil Code.

I, the undersigned, state that I will observe the ethical standards and provisions of copyright law related to publication. In my publications, I will cite the sources – the collection researched – in the standard manner and with the proper indications.

I agree to provide information to the HMA MPDC on the results of the research and to send a digital copy of my published work (article, study, book, etc.) at no charge to the gyujtemenyek@mma-mem.hu e-mail address within one month of its publication.

I, the undersigned, understand that research at the HMA MPDC is free of charge, but I can utilize the museum's services for reproduction (making copies) according to the current fees set in appendix number 7.

I, the undersigned, understand that the research authorization does not give me the right to utilize the documents provided to me for research in any other way (e.g. distribution, adaptation, exhibition, etc.). I understand that the utilization of the documents is possible according to the provisions of the copyright law in force.

I, the undersigned, agree to send this signed application to the gyujtemenyek@mma-mem.hu e-mail address as well as 2 (two) printed copies of it to the following mailing address: HMA MPDC Administrative Department, 1372 Budapest, Pf. 418.

Budapest,

.....
Researcher's signature

.....
TO BE COMPLETED BY THE HMA MPDC

Decision of the department head of the collection:

I recommend the approval of the research application.

Grounds:

or

I recommend the rejection of the research application.

Grounds:

Recommendation for the order of researchers:

Grounds:

I recommend / do not recommend that instead of the original objects of cultural heritage, the HMA MPDC provide the researcher reproductions or documentation available to the institution for the purposes of the research. (Underline the appropriate section)

Grounds:

Date:

.....
Department head of the collection

.....

RESEARCH AUTHORIZATION

I approve the research authorization based on the above application.

or

I reject the research application based on the attached grounds.

Grounds:

or

I approve the authorization of the research according to the following stipulations:

The researchers are authorized to research the objects of cultural heritage in the following order during the research:

- 1.
- 2.
- 3.
- 4.

I recommend / do not recommend that instead of the original objects of cultural heritage, the HMA MPDC provide the researcher reproductions or documentation available to the institution for the purposes of the research. (Underline the appropriate section)

The authorization is valid until the final day of the calendar year

Budapest, 10 December 2021

Dr. Kornél Tamás Almássy
Director
Hungarian Museum of Architecture
and Monument Protection Documentation Center

Governmental Decree 47/2001. (III. 27.) on research that can be performed at museum institutions

Section 5 (1) **Research authorization cannot be provided** for objects of cultural heritage or their documentation in the collections of museum institutions if

- a) the objects have not yet been registered in the records;
- b) their research or utilization is bound to a separate authorization based on a contract or a legal regulation and the applicant is not in possession of said authorization;
- c) the object has not been registered by the museum institution for longer than 5 years and it has not yet been displayed to the public, except in those cases stipulated in section 3, paragraph (3).

(2) The director of the museum institution – in addition to the stipulations of section 5, paragraph (1) – **may refuse to issue a research authorization** if

- a) the activity or its method of performance would endanger the condition or safety of the object of cultural heritage;
- b) the objects in question are in the process of restoration, conservation, or preparation, or are appearing in an exhibition;
- c) the applicant for authorization has during previous research been found to have violated the provisions of this decree or the research rules of the museum institution, thereby endangering objects of cultural heritage;
- d) in the given year, the processing or utilization of the object of cultural heritage for scientific or public educational purposes appears in the annual research/work plan of the institution.

(3) In the cases indicated in paragraph (2), points a) and c), the director of the museum institution may also rescind a research authorization that has already been issued.

(4) In the cases indicated in paragraph (2), the director of the museum institution has the right to provide reproductions or documentation available to the institution in place of the original object of cultural heritage for the purpose of the research.

Section 6 Research authorization for objects of cultural heritage held in museum institutions that are not part of their own collections (materials placed in their care for custodianship, on loan, for expert opinions, or for restoration, as well as at the request of the courts or the authorities, etc.) as well as the basic professional data – listed in the appendix – documented on these objects can only be issued if the contract signed during transfer provides express written consent for this, or if this is not the case, express consent is provided by the owner.

Section 7 Research performed in museum institutions is free of charge.

Section 8 The museum institution **may make a reproduction for research purposes and of research quality** of the objects being researched or the documentation of their basic professional data (listed in the appendix) at the request and expense of the researcher while observing the provisions of Act LXXVI of 1999 on copyrights.

Appendix to Governmental Decree 47/2001. (III. 27.)

The basic professional data from documentation on objects of cultural heritage that can be provided for researchers:

- a) their identification data: institution, collection (organizational unit), inventory number (code),
- b) their designation (title),
- c) geographical, social, etc. data of their description, use, and content,
- d) circumstances, date, creator (workshop), etc. of their origin and creation,
- e) determination of their age and the method of this determination,
- f) their materials, techniques, and method of production,
- g) their dimensions and size,
- h) their conditions,
- i) their discovery site,
- j) their method and date of acquisition,
- k) the name of the person who acquired them,
- l) information related to the museological circumstances of their acquisition (archaeological excavation),
- m) their restoration,
- n) the results of their laboratory examination and materials analysis,
- o) their exhibition and related professional literature,
- p) pictures (reproductions) of the object or document serving for identification produced through photography, Xerox processes, (micro)film, video, or other techniques, as well as their inventory numbers (codes).

PHOTOGRAPHY PERMIT – SAMPLE FORM

**CONDITIONS FOR USING ONE'S OWN DIGITAL CAMERA AT THE HUNGARIAN MUSEUM OF
ARCHITECTURE AND MONUMENT PROTECTION DOCUMENTATION CENTER**

1. A photography permit may only be obtained and used with a valid research authorization.
2. The fee scale is contained in the list of fees number 1 that is in force. A photography permit must be paid by collection. A half-day photography permit is valid between either 9 am and 12 noon or 1 pm and 4 pm.
3. The valid photography permit and the materials to be photographed must be shown to the daily supervisor at research services in every case. The daily supervisor at research services is authorized to monitor the photography of the collection materials and prohibit their photography for the purposes of protecting the collections.
4. The pages photographed during the making of the images must be provided with the HMA MPDC logo.
5. The full content of library and other documents may not be photographed.
6. Flash photography, stands, or other supplementary (e.g. immobilizing) and lighting implements may not be used for photography.
7. Photocopies must be made in such a way that the equipment for making the reproduction may not come into physical contact with the document being reproduced.
8. Folding the documents is forbidden when making the images. If the document must be immobilized to take the photograph, weights that may be used will be provided to the researcher by the employees of research services. The daily supervisor at research services will provide information on the method of immobilizing the document. Immobilizing the document in any other manner and with any other implements is forbidden.
9. The researcher's reproductions made of the documents in the collections of the HMA MPDC may only be used for research, and they may only be utilized in accordance with the provisions of the copyright law in force.
10. The researcher is required to send the document verifying the payment for the photography permit to the mdkgyujtemenyek@mma-mem.hu and/or epiteszetimuzeum@mma-mem.hu e-mail address(es).
11. The researcher may begin photography following the transfer of the price of the photography permit.

TO BE COMPLETED BY THE RESEARCHER

(Please write using printed letters)

Type of photography permit:	<input type="checkbox"/> Half-day <input type="checkbox"/> 1 day
Name:	
Research authorization number:	
Collection designation:	

If the above rules are violated, the research authorization will be rescinded. I have understood the above.

Date: Budapest,20....

Signature:

TO BE COMPLETED BY THE HMA MPDC

Serial number:/20.....

Signature of the official issuing the photography permit:

PHOTOGRAPHY PERMIT

<input type="checkbox"/> Half-day	<input type="checkbox"/> 1 day
Serial number:	
Researcher's name:	

The photography permit is valid on the given day:(day).....(month) 202....(year). The photography permit may not be transferred or relinquished to another person.

Signature of the official issuing the photography permit:

(seal)

Appendix number 3

File number:

REPRODUCTION ORDER FORM – SAMPLE FORM

FOR OBJECTS AND DOCUMENTS HELD IN THE COLLECTIONS OF THE HUNGARIAN MUSEUM OF ARCHITECTURE AND MONUMENT PROTECTION DOCUMENTATION CENTER

I am ordering reproductions made of objects and/or documents (hereinafter: the documents) from the collections of the Hungarian Museum of Architecture and Monument Protection Documentation Center (hereinafter: the HMA MPDC):

Name of the client placing the order			
Individual authorized to act on behalf of the client (the authorization must be attached)			
Residential address/headquarters			
Mailing address			
Billing address and tax number			
Telephone number			
E-mail address			
Research authorization number			
Method of communication	electronic		
Location of the objects / documents to be utilized (check the appropriate box)	HMA MPDC Monument Protection Documentation Department		
	Print and Drawing Archives		Photographic Archives
	Document Archives		Library
	HMA MPDC Museum Department		
	Print and Drawing Collection		Photography Collection
	Fine Art Collection		Applied Arts Collection
	Model Collection		Book Collection
	Database		
Inventory number and quantity of the objects / documents requested for use	quantity:		
Resolution/size			
Title of the work			
Name of the creator and date of creation			
Purpose of use			

Form of use (check the appropriate box)	<input type="checkbox"/>	book	<input type="checkbox"/>	TV / film
	<input type="checkbox"/>	newspaper, magazine	<input type="checkbox"/>	digital publication (DVD, CD)
	<input type="checkbox"/>	scientific journal	<input type="checkbox"/>	internet/online content service
	<input type="checkbox"/>	exhibition catalogue	<input type="checkbox"/>	other:
Designation (photograph, print, work of applied or fine art, etc.)				
Location of utilization				
Date and duration of utilization				
Planned number of copies				
Type of broadcast in the case of TV or radio (check the appropriate box)	<input type="checkbox"/>	local	<input type="checkbox"/>	European
	<input type="checkbox"/>	regional	<input type="checkbox"/>	global
	<input type="checkbox"/>	national	<input type="checkbox"/>	commercial
	<input type="checkbox"/>	public	<input type="checkbox"/>	other
Method of issuing and delivering the authorization and its attachments:	<input type="checkbox"/>	Delivery in digital form through electronic means	<input type="checkbox"/>	Delivery in printed form and received in person at the premises of the HMA MPDC at 33-35 Jász Street, 1135 Budapest
Other notes		<input type="checkbox"/>		

If you wish to order further documents, please continue on a separate page and attach the page with your signature/corporate signature to the order form.

Digital files with a quality of 500 pixels (300 dpi) are issued exclusively for research purposes.

Payment method:

I agree to pay the reproduction fee in accordance with the call for payment and understand that I will only receive the reproductions in digital form and through electronic means or in printed form and receipt in person at the HMA MPDC premises at 33-35 Jász Street, 1135 Budapest after payment of the fee.

Other statements:

I, the undersigned, understand that on the basis of the present order, the HMA MPDC will issue the requested reproductions of works subject to copyright protection under the condition that the issuance of the reproductions does not entitle the Client to legal use of the reproduction.

I, the undersigned, understand that the HMA MPDC is not authorized to make a declaration on the issue of the free use of works subject to copyright protection allowed on the basis of the copyright law and the Client is burdened with the obligation to utilize the reproductions received in accordance with the legal provisions.

I, the undersigned, understand and state that I am only entitled to utilize the reproductions received from the HMA MPDC in possession of an authorization of use issued by the creator/the legal owner/the organization handling the joint rights of the creators and in accordance with the provisions contained therein.

I, the undersigned, understand that the HMA MPDC takes no responsibility for the legal repercussions arising from illegal utilization of the reproductions.

I, the undersigned, state that I have understood the information related to the utilization of reproductions made by the HMA MPDC and will utilize the reproductions exclusively in accordance with the provisions of the copyright law in force.

I, the undersigned, understand that the HMA MPDC only issues the digital reproductions requested for the purpose indicated in the order. If I want to use them again for another purpose, I am obligated to order the digital reproductions again and pay the fee for reproduction.

I agree to the obligation to remove the digital copies of the reproductions from every data storage unit immediately after use.

I agree to the obligation that if I utilize the reproductions issued again without authorization, I will pay five times the fee for reproduction as a lump sum damage award within 30 days of receipt of the call for payment by the HMA MPDC.

I, the undersigned, state and understand that the user is obligated to be informed of the provisions of the copyright law in force.

I, the undersigned researcher, understand that in possession of a valid research authorization from the museum, I am entitled to issue reproductions of the basic professional information² exclusively of materials in the institution's collections and their documentation after payment of the service fee for researchers, which will be published for research purposes and as thumbnail, watermarked reproduction of 500 pixels at 300 dpi resolution for a discounted fee.

Understanding my criminal liability, I state that I will use the reproductions ordered for research purposes and made by the HMA MPDC exclusively for research purposes while abiding by the provisions of copyright law.

I, the undersigned, understand that communication with the HMA MPDC will primarily be conducted through electronic means.

I, the undersigned, agree that I will send the present application with my signature/corporate signature to the gyujtemenyek@mma-mem.hu e-mail address together with its version that can be edited and in 2 (two) printed copies to the mailing address: HMA MPDC Administrative Department, 1372 Budapest, Pf. 418.

I, the undersigned, understand that I am obligated during use to indicate the title, creator, date of creation, and code/inventory number of the work(s) utilized as well as the HMA MPDC as the source of the document(s) utilized with the designation of the collections according to points I.1.5 and I.1.6 of the Collection Use and Research Rules.

I, the undersigned, am obligated to use the following titles of the institution when indicating it as a source:

- a) Full name: Magyar Építészeti Múzeum és Műemlékvédelmi Dokumentációs Központ (MÉM MDK)
- b) Abbreviated name: MÉM MDK
- c) English language name: Hungarian Museum of Architecture and Monument Protection Documentation Center (HMA MPDC),
- d) German language name: Ungarisches Architekturmuseum- Forschungszentrum und Archiv für Denkmalpflege

² **Appendix to Governmental Decree 47/2001. (III. 27.)**

The basic professional data from documentation on objects of cultural heritage that can be provided for researchers:

- a) their identification data: institution, collection (organizational unit), inventory number (code),
- b) their designation (title),
- c) geographical, social, etc. data of their description, use, and content,
- d) circumstances, date, creator (workshop), etc. of their origin and creation,
- e) determination of their age and the method of this determination,
- f) their materials, techniques, and method of production,
- g) their dimensions and size,
- h) their conditions,
- i) their discovery site,
- j) their method and date of acquisition,
- k) the name of the person who acquired them,
- l) information related to the museological circumstances of their acquisition (archaeological excavation),
- m) their restoration,
- n) the results of their laboratory examination and materials analysis,
- o) their exhibition and related professional literature,
- p) pictures (reproductions) of the object or document serving for identification produced through photography, Xerox processes, (micro)film, video, or other techniques, as well as their inventory numbers (codes).

- e) French language name: Musée D'architecture de Hongrie et Centre de Documentation de Protection du Patrimoine
- f) Russian language name: Венгерский Музей Архитектуры и Центр по Документации и Сохранении Памятников

I, the undersigned, am obligated to indicate the institution's full name at least once, and then following that may use the abbreviated name of the institution together with the name of the collection and the code/inventory number of the collection materials.

I will use the Hungarian language name of the institution in situations of Hungarian language use, while I will use the appropriate foreign language name in situations of foreign language use. If the use is in a language not appearing above, then I will indicate the name of the institution in English.

I will indicate the logo of the institution as below in the imprint of the exhibition, exhibition catalogue, book (monograph), etc.:



Budapest,20....

.....
Client signature/corporate signature

Appendix number 4

HUNGARIAN MUSEUM OF ARCHITECTURE AND MONUMENT PROTECTION DOCUMENTATION CENTER

AUTHORIZATION TO ISSUE A REPRODUCTION

File number:

Official in charge:

Subject: authorization to issue a reproduction

Dear ...:

We thank you for your request in the matter of the issuance of document reproductions from the Hungarian Museum of Architecture and Monument Protection Documentation Center (hereinafter: the HMA MPDC).

Client name			
Individual authorized to act on behalf of the client (the authorization must be attached)			
Residential address/headquarters			
Mailing address			
E-mail			
Telephone number			
Billing address and tax number			
Method of communication	electronic		
Location of the objects / documents to be utilized (check the appropriate box)	HMA MPDC Monument Protection Documentation Department		
	Print and Drawing Archives		Photographic Archives
	Document Archives		Library
	HMA MPDC Museum Department		
	Print and Drawing Collection		Photography Collection
	Fine Art Collection		Applied Arts Collection
	Model Collection		Book Collection
	Database		
Inventory number and quantity of the objects / documents requested for use (if there is not enough space provided, please complete this on a separate sheet)	quantity:		
Resolution/size			
Title of the work			

Name of the creator and date of creation		
Purpose of use		
Designation (photograph, print, work of applied or fine art, etc.)		
Form of use (check the appropriate box)	<input type="checkbox"/> book	<input type="checkbox"/> TV / film
	<input type="checkbox"/> newspaper, magazine	<input type="checkbox"/> digital publication (DVD, CD)
	<input type="checkbox"/> scientific journal	<input type="checkbox"/> internet/online content service
	<input type="checkbox"/> exhibition catalogue	<input type="checkbox"/> other:
Planned location of utilization		
Planned date and duration of utilization		
Planned number of copies		
Type of broadcast in the case of TV or radio (check the appropriate box)	<input type="checkbox"/> local	<input type="checkbox"/> European
	<input type="checkbox"/> regional	<input type="checkbox"/> global
	<input type="checkbox"/> national	<input type="checkbox"/> commercial
	<input type="checkbox"/> public	<input type="checkbox"/> other
Method of issuing and delivering the authorization and its attachments:	<input type="checkbox"/> Delivery in digital form through electronic means	<input type="checkbox"/> Delivery in printed form and received in person at the premises of the HMA MPDC at 33-35 Jász Street, 1135 Budapest
Other notes		
Reproduction fee in total	<input type="checkbox"/> Pre-tax price HUF	<input type="checkbox"/>

I authorize the issuance of a total of reproductions of documents calculated from the above table, coming from the Department of the HMA MPDC designated in the order with the file number, with delivery taken either electronically or in person following the payment a reproduction fee of a pre-tax price of HUF.

The Client is obligated to indicate the title, creator, date of creation, and code/inventory number of the work(s) utilized as well as the HMA MPDC collections as the source of the document(s) utilized with the designation of the collections according to points I.1.5 and I.1.6 of the Collection Use and Research Rules.

The Client is required to use the following titles of the institution when indicating it as a source:

- g) Full name: Magyar Építészeti Múzeum és Műemlékvédelmi Dokumentációs Központ (MÉM MDK)
- h) Abbreviated name: MÉM MDK
- i) English language name: Hungarian Museum of Architecture and Monument Protection Documentation Center (HMA MPDC),
- j) German language name: Ungarisches Architekturmuseum- Forschungszentrum und Archiv für Denkmalpflege
- k) French language name: Musée D'architecture de Hongrie et Centre de Documentation de Protection du Patrimoine
- l) Russian language name: Венгерский Музей Архитектуры и Центр по Документации и Сохранении Памятников

The Client is obligated to indicate the institution's full name at least once, and then following that may use the abbreviated name of the institution together with the name of the collection and the code/inventory number of the collection materials.

The Client will use the Hungarian language name of the institution in situations of Hungarian language use, while the appropriate foreign language name will be used in situations of foreign language use. If the use is in a language not appearing above, then the name of the institution will be indicated in English.

The Client will indicate the logo of the institution as below in the imprint of the exhibition, exhibition catalogue, or book (monograph):



The HMA MPDC will transfer the reproductions indicated in the order to the Client with the stipulations that:

- the reproductions issued of works subject to copyright protection do not authorize the Client to legally use the reproductions;
- the Client is only authorized to use the reproductions issued of works subject to copyright protection in possession of an authorization of use issued by the creator/the legal owner/the organization handling the joint rights of the creators and in accordance with the provisions contained therein as well as in accordance with the provisions of the copyright law in force;
- the HMA MPDC takes no responsibility for detrimental legal repercussions arising from illegal utilization of the reproductions;
- the Client is obligated to be informed on the provisions of the copyright law in force related to the legal utilization of the reproductions issued;
- the HMA MPDC only issues the digital reproductions requested for the purpose indicated in the order. If it is desired to use them for other purposes, then the digital reproductions must be re-ordered and the reproduction fee must be paid;
- the Client is obligated to remove the digital reproductions from all data storage devices immediately following use;
- if the Client uses previously issued reproductions for other purposes in a manner differing from the reproduction authorization issued for use or without such authorization, they are obligated to pay the HMA MPDC five times the reproduction fee as a lump sum damage award within 30 days of receipt of the call for payment by the HMA MPDC.

The Client is obligated to remove the digital copies of the reproductions from all data storage devices immediately following use.

Appendices to the present reproduction authorization:

Digital or printed reproductions in a quantity of

1. copy of the bill verifying the payment of the reproduction fee

Budapest,20....

Dr. Kornél Tamás Almássy
Director
Hungarian Museum of Architecture
and Monument Protection Documentation Center

**HUNGARIAN MUSEUM OF ARCHITECTURE AND MONUMENT PROTECTION
DOCUMENTATION CENTER**

APPLICATION FOR AUTHORIZATION OF USE – SAMPLE FORM

Please complete the form as required and legibly.

Applicant name			
Individual authorized to act on behalf of the applicant (the authorization must be attached)			
Residential address/headquarters			
Mailing address			
E-mail			
Telephone number			
Billing address and tax number			
Method of communication	electronic		
Location of the objects / documents to be utilized (check the appropriate box)	HMA MPDC Monument Protection Documentation Department		
	Print and Drawing Archives		Photographic Archives
	Document Archives		Library
	HMA MPDC Museum Department		
	Print and Drawing Collection		Photography Collection
	Fine Art Collection		Applied Arts Collection
	Model Collection		Book Collection
	Database		
Inventory number and quantity of the objects / documents requested for use (if there is not enough space provided, please complete this on a separate sheet)	quantity:		
Creator of the work, its title, and its date of creation			
Purpose of use			
Form of use (check the appropriate box)	book		TV / film
	newspaper, magazine		digital publication (DVD, CD)
	scientific journal		internet/online content service
	exhibition catalogue		other:
Planned location of utilization			
Planned title of the utilization			

Planned date and duration of utilization				
Planned number of copies				
Type of broadcast in the case of TV or radio (check the appropriate box)	<input type="checkbox"/>	local	<input type="checkbox"/>	European
	<input type="checkbox"/>	regional	<input type="checkbox"/>	global
	<input type="checkbox"/>	national	<input type="checkbox"/>	commercial
	<input type="checkbox"/>	public	<input type="checkbox"/>	other
Method of issuing and delivering the authorization and its attachments:	<input type="checkbox"/>	Delivery in digital form through electronic means	<input type="checkbox"/>	Delivery in printed form and received in person at the premises of the HMA MPDC at 33-35 Jász Street, 1135 Budapest
Other notes	<input type="checkbox"/>		<input type="checkbox"/>	

I, the undersigned, undertake the obligation to manage and use reproductions that contain personal data in the manner stipulated in section 12 of Act CXII of 2011 on the right of self-determination as regards information and freedom of information.

I, the undersigned, understand that I have obtained the right of use exclusively for the purpose of use indicated in the authorization of use and alongside the stipulations defined in the authorization of use. I also understand that the authorization of use does not ensure exclusive rights of use and is exclusively valid for the time period designated in the authorization of use.

I, the undersigned, also understand that the reproduction may not be utilized without an authorization of use or under conditions differing from the provisions of the authorization of use.

In case of utilization without authorization or use differing from what has been authorized, I am obligated to pay five times the fee for use as a lump sum damage award within 30 days of receipt of the call for payment from the HMA MPDC.

I, the undersigned, understand that I will pay the fee for use in accordance with the call for payment and I understand that I will only receive the reproductions in digital form and through electronic means or in printed form and receipt in person at the HMA MPDC premises at 33-35 Jász Street, 1135 Budapest after payment of the fee.

I, the undersigned, agree that I will send the present application with my signature/corporate signature to the gyujtemenyek@mma-mem.hu e-mail address together with its version that can be edited and in 2 (two) printed copies on paper to the mailing address: HMA MPDC Administrative Department, 1372 Budapest, Pf. 418.

I, the undersigned, understand that I am obligated during use to indicate the title, creator, date of creation, and code/inventory number of the work(s) utilized as well as the HMA MPDC as the source of the document(s) utilized with the designation of the collections according to points I.1.5 and I.1.6 of the Collection Use and Research Rules.

I, the undersigned, am obligated to use the following titles of the institution when indicating it as a source:

- a) Full name: Magyar Építészeti Múzeum és Műemlékvédelmi Dokumentációs Központ (MÉM MDK)
- b) Abbreviated name: MÉM MDK
- c) English language name: Hungarian Museum of Architecture and Monument Protection Documentation Center (HMA MPDC),
- d) German language name: Ungarisches Architekturmuseum- Forschungszentrum und Archiv für Denkmalpflege
- e) French language name: Musée D'architecture de Hongrie et Centre de Documentation de Protection du Patrimoine
- f) Russian language name: Венгерский Музей Архитектуры и Центр по Документации и Сохранении Памятников

I, the undersigned, am obligated to indicate the institution's full name at least once, and then following that may use the abbreviated name of the institution together with the name of the collection and the code/inventory number of the collection materials.

I will use the Hungarian language name of the institution in situations of Hungarian language use, while I will use the appropriate foreign language name in situations of foreign language use. If the use is in a language not appearing above, then I will indicate the name of the institution in English.

I will indicate the logo of the institution as below in the imprint of the exhibition, exhibition catalogue, book (monograph), etc.:



MÉM MDK © 202...

Budapest,202...

.....
Applicant signature/corporate signature

Appendix number 6

HUNGARIAN MUSEUM OF ARCHITECTURE AND MONUMENT PROTECTION DOCUMENTATION CENTER

AUTHORIZATION OF USE – SAMPLE

File number:

Official in charge:

Subject: authorization of use

Dear ...:

We thank you for your request in the matter of an authorization of use for documents found at the Hungarian Museum of Architecture and Monument Protection Documentation Center (hereinafter: the HMA MPDC).

Applicant name			
Individual authorized to act on behalf of the applicant (the authorization must be attached)			
Residential address/headquarters			
Mailing address			
Billing address and tax number			
Telephone number			
E-mail address			
Method of communication	<input type="checkbox"/> electronic	<input type="checkbox"/>	<input type="checkbox"/>
Location of the objects / documents to be utilized (check the appropriate box)	<input type="checkbox"/>	HMA MPDC Monument Protection Documentation Department	
	<input type="checkbox"/>	Print and Drawing Archives	Photographic Archives
	<input type="checkbox"/>	Document Archives	Library
	<input type="checkbox"/>	HMA MPDC Museum Department	
	<input type="checkbox"/>	Print and Drawing Collection	Photography Collection
	<input type="checkbox"/>	Fine Art Collection	Applied Arts Collection
	<input type="checkbox"/>	Model Collection	Book Collection
	<input type="checkbox"/>	Database	
Inventory number and quantity of the objects / documents requested for use	quantity		
Creator of the work, its title, and its date of creation			
Purpose of use	<input type="checkbox"/>		
Form of use (check the appropriate box)	<input type="checkbox"/> book	<input type="checkbox"/>	TV / film

	newspaper, magazine	digital publication (DVD, CD)
	scientific journal	internet/online content service
	exhibition catalogue	other:
Location of utilization		
Title of utilization		
Date and duration of utilization		
Planned number of copies		
Type of broadcast in the case of TV or radio (check the appropriate box)	local	European
	regional	global
	national	commercial
	public	other
Method of issuing and delivering the authorization and its attachments:	Delivery in digital form through electronic means	Delivery in printed form and received in person at the premises of the HMA MPDC at 33-35 Jász Street, 1135 Budapest
Other notes		
Fee for use in total:	Pre-tax price	HUF

Other provisions:

The User understands that reproductions containing personal data must be managed and used in the manner stipulated in section 12 of Act CXII of 2011 on the right of self-determination as regards information and freedom of information.

The User understands that the right of use has been obtained exclusively for the purpose of use indicated in the authorization of use and alongside the stipulations defined in the authorization of use. The User also understands that the authorization of use does not ensure exclusive rights of use and is exclusively valid for the time period designated in the authorization of use.

The authorization of use is issued by name and cannot be transferred.

The reproductions cannot be altered in any way (e.g. cannot be distorted, disfigured, defaced, etc.) without prior consent from the HMA MPDC. If the User uses a detail of a reproduction with the authorization of the HMA MPDC, the citation of the reproduction must contain an indication that it is a "detail".

The User is obligated during use to indicate the title, creator, date of creation, and code/inventory number of the work(s) utilized as well as the HMA MPDC as the source of the document(s) utilized with the designation of the collections according to points I.1.5 and I.1.6 of the Collection Use and Research Rules.

The User is obligated to use the following titles of the institution when indicating it as a source:

- a) Full name: Magyar Építészeti Múzeum és Műemlékvédelmi Dokumentációs Központ (MÉM MDK)
- b) Abbreviated name: MÉM MDK
- c) English language name: Hungarian Museum of Architecture and Monument Protection Documentation Center (HMA MPDC),
- d) German language name: Ungarisches Architekturmuseum- Forschungszentrum und Archiv für Denkmalpflege

- e) French language name: Musée D'architecture de Hongrie et Centre de Documentation de Protection du Patrimoine
- f) Russian language name: Венгерский Музей Архитектуры и Центр по Документации и Сохранении Памятников

The User is obligated to indicate the institution's full name at least once, and then following that may use the abbreviated name of the institution together with the name of the collection and the code/inventory number of the collection materials.

The User will use the Hungarian language name of the institution in situations of Hungarian language use, while the User will use the appropriate foreign language name in situations of foreign language use. If the use is in a language not appearing above, then the User will indicate the name of the institution in English.

The User will indicate the logo of the institution as below in the imprint of the exhibition, exhibition catalogue, book (monograph):



MÉM MDK © 10 December 2021

The reproduction may not be utilized without an authorization of use from the HMA MPDC or under conditions differing from the provisions of the authorization of use.

In case of utilization differing from what has been authorized, the User is obligated to pay to the HMA MPDC five times the fee for use as a lump sum damage award within 30 days of receipt of the call for payment from the HMA MPDC.

The User is obligated to verify the use of the reproduction and send the following documents to the HMA MPDC Administrative Department, 1372 Budapest, Pf. 418 address:

- d) a sample copy of a publication appearing in print within 60 working days of its publication, free of charge;
- e) in the case of display at an exhibition, a photograph showing the interior of a quality that allows for the identification of the reproduction within 60 working days of the opening;
- f) in the case of a digital publication, a copy of the digital data storage device or an indication of where it can be downloaded within 60 working days of its appearance.

If a use according to point a) concerns collections from both departments, the User is obligated to verify the utilization by sending two copies.

The User is obligated to remove the digital copies of the reproductions from all data storage devices immediately following use.

If for any reason the User does not use the reproduction within the authorized time period, it is not entitled to repayment of the fee for use.

Appendices to the present authorization of use:

Digital or printed reproductions in a quantity of

1. copy of the bill verifying the payment of the fee for use

I authorize the use according to the above conditions.

Budapest,202...

 Dr. Kornél Tamás Almássy
 Director
 Hungarian Museum of Architecture
 and Monument Protection Documentation Center

LIST OF FEES NUMBER 1

**THE HUNGARIAN MUSEUM OF ARCHITECTURE AND MONUMENT PROTECTION
DOCUMENTATION CENTER
REPRODUCTION FEES**

SERVICE	PRICES (HUF)	PRICES (EUR)
Photocopying		
A/4	50 HUF/page	14 cents/page
A/3	60 HUF/page	16 cents/ page
Printing		
black/white A/4	100 HUF/page	27 cents/page
black/white A/3	200 HUF/page	54 cents/ page
color A/4	125 HUF/page	34 cents/ page
color A/3	250 HUF/page	68 cents/ page
Electronic transfer of digital files		
500 pixels (300 dpi) only for research purposes, thumbnail quality, watermark	150 HUF/item	41 cents/item
1600 pixels (300 dpi), watermark	1,500 HUF/item	4 EUR/ item
3800 pixels (300 dpi, tif, jpg) up to A4 size, publication quality	2,500 HUF/item	7 EUR/ item
Larger size or greater resolution than above	customized fee	customized fee
Scanning of scientific documentary materials and other documentation	150 HUF/page	41 cents/page
Photography permit		
half-day	1,000 HUF	2.70 EUR
daily	2,000 HUF	5.40 EUR

- The price includes VAT, and has been determined in HUF or EUR.
- Photocopying can only be done in scales of gray. Due to considerations for the protection of the objects, only documents up to A3 size may be placed in the photocopy machine.
- Copying or publishing library documents in a digital form in full is prohibited.
- Photocopies of library documents from before 1950 cannot be made due to considerations for the protection of the objects.
- The reproduction fee must be paid by bank transfer within 5 days of the call for payment by the HMA MPDC to the bank account number 10023002-00338958-00000000 held by the HMA MPDC at the Hungarian State Treasury.
- The pixel sizes relate to the longer side.
- Digital reproductions requested from the HMA MPDC are only issued for the purposes indicated in the order. If the Client wishes to utilize them for other purposes, they are obligated to re-order the digital reproductions and pay the reproduction fee again.

LIST OF FEES NUMBER 2
THE HUNGARIAN MUSEUM OF ARCHITECTURE AND MONUMENT PROTECTION
DOCUMENTATION CENTER
FEES FOR USE

Books, scientific or instructional periodicals	Prices (HUF)	Prices (EUR)
front cover/title page	12,000 HUF/item	32 EUR/ item
back cover	6,000 HUF/ item	16 EUR/ item
image in the text (up to 10 images)	4,000 HUF/ item	11 EUR/ item
image in the text (over 10 images)	2,500 HUF/ item	7 EUR/ item
over 3,000 copies	+50 % surcharge	+50% surcharge
over 5,000 copies	+100% surcharge	+100% surcharge
Second printing, reprinting	-50% discount	-50% discount
Daily and weekly papers, illustrated magazines		
front cover/title page	16,000 HUF / item	43 EUR/ item
image in the text (up to 10 images)	4,000 HUF / item	11 EUR/ item
image in the text (over 10 images)	2,500 HUF / item	7 EUR/ item
Printed advertisements		
Advertising posters	25,000 HUF / item	68 EUR/ item
Press advertisements	10,000 HUF / item	27 EUR/ item
Distribution materials	9,000 HUF / item	24 EUR/ item
Catalogues	9,000 HUF / item	24 EUR/ item
Film, television		
one-time broadcast	5,000 HUF	14 EUR/ item
one broadcast, one repeat	6,000 HUF	16 EUR/ item
Internet		
Website design, advertisement, banners	10,000 HUF / item	27 EUR/ item
Illustrations	3,000 HUF / item	8 EUR/ item
Postcard, calendar		
up to 5,000 copies	8,000 HUF / item	22 EUR/ item
up to 10,000 copies	16,000 HUF / item	43EUR/ item
up to 50,000 copies	24,000 HUF / item	65 EUR/ item
Exhibition		
Hungarian (and EU countries), temporary	2,500 HUF / item	7 EUR/ item
Hungarian (and EU countries), permanent	5,000 HUF / item	14 EUR/ item
Foreign, temporary	5,000 HUF / item	14 EUR/ item
Foreign, permanent	10,000 HUF / item	27 EUR/ item
Use in foreign languages and abroad (outside the European Union and the EGT countries)		
1 country	Hungarian usage fee x2	Hungarian usage fee x2
multiple countries	Hungarian usage fee x3	Hungarian usage fee x3

- Our prices include VAT and have been determined in HUF or EUR.
- To use the materials found in the institutional collections of the HMA MPDC legally, **authorization of use must be requested** in all cases, in addition to the payment of the fee for use.
- The fee for use must be paid by bank transfer within 5 days of the call for payment by the HMA MPDC to the bank account number 10023002-00338958-00000000 held by the HMA MPDC at the Hungarian State Treasury.
- In case of a request for use that differs from the services listed, the fee will be determined on a case-by-case basis.
- The fees designated in the list of fees relate to use for one year. Authorization of use for a period less than one year can also be requested, but the fee set in this list must be paid even in these cases.
- Reproductions may not be used without an authorization of use from the HMA MPDC or in a manner differing from the stipulations of the authorization of use. In case of utilization differing from what has been authorized, the User is obligated to pay to the HMA MPDC five times the fee for use as a lump sum damage award within 30 days of receipt of the call for payment from the HMA MPDC.