

<b>For NMI administration only</b>	
<i>Paraaf medewerker:</i>	<i>Datum afhandeling:</i>
<i>Product:</i>	<i>Aantal:</i>
<i>Betaald: ja/nee</i>	<i>Opmerkingen:</i>

## Order form for Photocopies/Reproductions

The undersigned,

Name \_\_\_\_\_  
Postal address \_\_\_\_\_  
Postal code and city \_\_\_\_\_  
Telephone (private) \_\_\_\_\_ Telephone (work) \_\_\_\_\_  
Email \_\_\_\_\_

requests of the documents listed on the back of this form:

- photocopies
- scans (300 dpi, colour, JPG)

Please indicate the purpose for which you want to use the copies:

- personal use
- preparation of a publication
- publication:
  - paper/thesis
  - article in a journal
  - website
  - performance
  - radio, film, or television production
  - dissertation
  - recording (cd, dvd)
  - book
  - otherwise, viz.: \_\_\_\_\_

Signed for agreement with the conditions as stated on the back of this form,

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please fill in the data of the copies requested:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**\*PAY ATTENTION!** The request number, which can be found in the online catalog: <https://opac-gonext.oclc.org/DB=9/>, must be stated for each title.

**Orders are dealt with under the following conditions:**

- It is not permitted to redistribute copies/reproductions (or copies thereof) to third parties.
- Any form of publication, exhibition or broadcast of copies/reproductions from NMI special collections (archives, photographic collection, manuscripts, letters, old prints, unique documents), otherwise than as a short quotation, is forbidden without prior express written consent of the Nederlands Muziek Instituut (NMI).
- The NMI may stipulate further conditions. For application, please complete the back of this form in full.
- If copies/reproductions requested are destined for publication, the NMI may charge use fees.
- Once permission has been obtained and use fees have been paid, the copies and digital materials may be used for publication only once.
- By signing this form the applicant assumes all responsibility for clearing reproduction rights and agrees to defend and indemnify the NMI from any claims by copyright holders.
- In any kind of publication the NMI must be credited with the appropriate citation, at least: Nederlands Muziek Instituut, The Hague, The Netherlands. This also applies to quotations.
- One complementary copy of the publication must be sent to the NMI. If the copies/reproductions are used for a radio or television production, this will be a sound or image carrier such as CD or DVD. In case of online display the applicant should provide the NMI with free access to all parts of the website where the material is on display. If special provisions for this are necessary, they will be supplied to the NMI.
- Orchestral materials are not supplied directly. For the performance of works in the collection, rental materials are provided by Donemus. For this fees are charged.
- In case of online display the applicant will take care that the resolution of the images does not surpass 72 dots per inch (dpi). The image should not be larger than 800 x 600 pixels. The applicant will make no copies of the works involved - digital or otherwise - other than strictly necessary for the permitted use on internet. After the permitted use has ended, the applicant will erase or destroy all the copies and working copies.

Please send a signed copy of this statement to the address above. Your request will be dealt with on receipt.

**Prior to publication of materials from NMI special collections (archives, photographic collection, manuscripts, old prints, unique documents), a written request for permission should be submitted to the NMI, including such relevant details as the title of the book or journal, print run, publisher, publication or performance date. A fee will usually be charged. Permission will likewise be given in writing (by mail or email).**

Please direct your application to:

[nederlandsmuziekinstituut@denhaag.nl](mailto:nederlandsmuziekinstituut@denhaag.nl) or Nederlands Muziek Instituut / Haags Gemeentearchief, Postbus 12620, 2500 DL Den Haag