



## Instructions and agreement for media use of the scientific collection Filming, photographing specimens by visitors

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1. Usually the filming or photographing of museum specimens is allowed only in the context of education, infotainment, science, and museum promotion.
2. Permission must be obtained in writing from the Head of Collection Management signatures at the bottom of this document constitute permission. Announcement of 2 days in advance enables the recruitment of staff or making other arrangements.
3. Users of the collections must comply with the following conditions for filming and/or photographing, plus associated media activities; the user agrees to comply by signing below.
4. Objects may only be handled by museum staff; visitors follow instructions of the museum staff assigned to them by the undersigned.
5. Visitors must provide a time schedule for their proposed activities.
6. Visitors must clearly indicate whether special arrangements / facilities are required.
7. Light conditions must comply with climatic demands: avoid flashing, temperatures of objects must be kept low, et cetera.
8. Commercial use of pictures or films may be subject to royalty payments.
9. A copy of the material ultimately produced must be sent to the Head of Collection Management.
10. The material may be used only for the product specified below, and not for other products, compilations, et cetera.
11. The name of the museum must appear in the product acknowledgements.
12. The ultimate product must not harm the public image of the museum and its activities.

13. The management of the museum may revoke this agreement at any time in view of its own responsibilities in terms of museum objectives and collection care.

Title and nature of the product:

Proposed activities / time schedule (overleaf):

Name and address of user:

Name:  
Head of Collection Management

Name:  
Visitor:

Signature:

Signature:

Date:

Date: