



Photo Archive Rules for access

Those wishing to use the photo archive must present valid identification;

are only allowed to use necessary study materials (laptop computer without laptop case, loose leaf paper, pencil);

each student will have at his/her disposal only the required materials determined necessary by the staff;

all materials should be treated with the utmost respect and extreme care, using the gloves provided by the staff;

use of fountain and ballpoint pens, highlighters, markers, colored pencils, or any other writing instrument that leaves unerasable marks is prohibited; erasable pencils are allowed;

each student is personally responsible for the safety of the materials entrusted to him; in the case of damaged or lost materials, the student is obliged to fully reimburse the cost of restoration or replacement;

anyone found guilty of the theft, soiling, mutilation, or damage of any kind of the materials which have been entrusted to him/her, will be reported to the judicial authority and permanently banned from the use of the photo archive;

users of the photo archive are also obliged to submit a copy of the project or publication for which the materials owned by the archive were consulted or reproduced;

the student is liable for the use of any reproductions and must comply with current international regulations regarding copyright laws and property rights. In any case, reproductions obtained from the photo archive, cannot be duplicated or sold to third parties for any reason.