

Digital files request

Centro de Documentación Arkheia, MUAC (DiGAV-UNAM)

Requests should be sent three months in advance to locate the materials, determine their state of conservation and schedule their digitization according to the workload of Centro de Documentación Arkheia, MUAC (DiGAV-UNAM). Requests that do not comply with the above requirements will not be followed up.

For the digital loan of materials from the documentary holdings, a letter of request should be submitted and addressed to:

Mtra. Amanda de la Garza
General director
Museo Universitario Arte Contemporáneo (DiGAV-UNAM)

Letter must include the following information:

- Date
- Applicant's full name
- Home institution (if applies)
- Material requested for digitization or reproduction, which must be indicated in the attached Word document "Digital files request".
- Request motives.
- Research, publication or exhibition theme.
- Specify purposes:
 - a) Research: Include a paragraph that states the commitment to use the material for academic and educational purposes only.
 - b) Publication: Include publication information (title, publishing house, print- run, whether it is a national or international distribution), and state if it is for profit. Write a commitment sentence uttering that a copy of the publication will be sent for the library of Centro de Documentación Arkheia, MUAC (DiGAV-UNAM) as remuneration.
 - c) Exhibition: Include exhibition information (title, dates, site). Commit to destroy the exhibition copies after the exposition is concluded, (send photographs as evidence of this destruction and erasure of the digital files).
 - d) Diffusion: Include event information, home institution and dates. Agree to send a copy of the final version of the image usage and do not use it for other purposes.

- Commit to pay for high-resolution digitization or reprography service by Centro de Documentación Arkheia, MUAC (DiGAV-UNAM).
- Indicate the resolution (150 dpi, o 300 dpi) of the required image.
- Indicate that the files will not have any other usage than the established one, and will not be cropped, nor altered in their shape or color range.
- The size of the file reproduction for exhibition purposes must be like the original measures; otherwise, the measurements must be stated in the request and have the authorization of the moral rights owner.
- Give the proper credit to Centro de Documentación Arkheia, MUAC (DiGAV-UNAM), as follows: [Title of the material], [Fond or collection], Centro de Documentación Arkheia. Museo Universitario Arte Contemporáneo (DiGAV- UNAM).
- The list of works and documents must be authorized by Centro de Documentación Arkheia, MUAC (DiGAV-UNAM), prior to public use.
- For publication, exhibition and diffusion purposes, the applicant is responsible for obtaining the corresponding authorization from whoever owns the moral rights over the material and provide the supporting document.
- We emphasize that it is the responsibility of the applicant to manage the authorization of the rights of usage and reproduction.
- The loan is not transferrable to third parties and if subsequent reproductions are needed, a new permit must be requested.
- Supreme the digital files from computer equipment or memory units and send evidence of said elimination.