

Braće Biankini 4
HR-21460 Stari Grad
OIB 80095895546
IBAN HR9323300031100105584

T/F 00 385 21 766 324
E muzej.staroga.grada@st.t-com.hr
W msg.hr



Muzej Staroga Grada
Stari Grad Museum

Stari
2400 Grad

ACCESS TO MUSEUM HOLDINGS AND DOCUMENTATION REQUEST

Please complete this form to apply for access to museum holdings and museum documentation under the *Museums Act (OG 110/2015)* and the *Ordinance on the Conditions and Manner of Access to Museum Holdings and Museum Documentation (OG 115/01)*. You can fill out the form on your computer and then send it to us. If you need help in filling out this form, please contact the Information officer at ppi@msg.hr.

1. Your details

Name and surname:

OIB (for Croatian nationals):

Passport number and state where it was issued

(for foreign nationals):

Occupation / Profession:

Name of the institution / association / corporation to which the applicant is attached
(if any):

E-mail: Phone:

Permanent residence

Address:

Place: Postcode:

Temporary residence

Address:

Place: Postcode:

I agree to receive correspondence at the above e-mail address

2. Museum holdings and documentation

Please provide as much detail as possible about the museum holdings and/or documentation you are interested in:

.....

.....

.....

.....

.....

.....

.....

3. Purpose

Please describe in detail the purpose for requesting access to museum holdings and/or documentation:

.....

.....

.....

.....

.....

.....

.....

4. Terms and conditions

1. Museum holdings and documentation are usually provided in the form of copies and recordings.
2. In case no copies or recordings are available, Museum shall, subject to prior approval of the Director, organise the recording of original material and documents, at the expense of the user.
3. Users can access original museum holdings and documentation only in the Museum.
4. Permission to access museum holdings and documentation is granted within 15 days from the date of request submission.
5. A granted request to access museum holdings and documentation applies only to the person who submitted the request.
6. Access to Museum holdings and documentation for commercial purposes shall be regulated by a special contract between the Museum and Interested Party, in

accordance with the general acts of the Museum.

7. Access to Museum holdings and documentation which are still under the right of first publication in accordance with the *Ordinance on Archaeological Excavations (OG 102/10)* shall be granted only if it is approved by the holder of that right.
8. For publishing works relating to requested holdings or documentation, the user is under obligation to ask for a written permission from the Director and to present the Museum with three copies of publication in which Museum holdings or documentation have been mentioned.
9. When referring to requested museum holdings or documentation in publications and scientific papers, the user is under obligation to clearly state the source and information about their owner, namely Stari Grad Museum.
10. For any damage or rights violation caused by careless handling of Museum holdings or documentation, the person held accountable is the user who was granted the request, in accordance with the law.
11. All other rights and obligations of the user and the Museum are regulated by the Ordinance on the Conditions and Manner of Access to the Museum Holdings and Museum Documentation of the Stari Grad Museum.

5. Acceptance

- I understand and hereby fully accept the terms and conditions of accessing museum holdings and museum documentation of the Stari Grad Museum, as stated here and in the Ordinance on the Conditions and Manner of Access to the Museum Holdings and Museum Documentation of the Stari Grad Museum.

Date: Applicant's signature:

- Stari Grad Museum will protect the user's privacy, using their personal data in accordance with the Personal Data Protection Act (OG 103/03, 118/06, 41/08, 130/11, 106/12).

This request can be submitted in following ways:

personally: Stari Grad Museum, Braće Biankini 4, 21460 Stari Grad
Monday – Friday, 09:00 - 13:00h

send it by:

fax: 00 385 21 766 324

e-mail: ppi@msg.hr

post: Muzej Staroga Grada, Braće Biankini 4, 21460 Stari Grad, Croatia

Office use only

Datum primanja zahtjeva:

Referenca: