



RULES AND REGULATIONS FOR SCHOLARS FOR THE ACQUISITION OF IMAGES OF EGYPTIAN MUSEUM IN CAIRO OBJECTS

I. GENERAL GUIDELINES:

- Scholars may take their own photographs of Egyptian Museum in Cairo (EMC) objects, as long as a copy of all images is given to the Registration, Collections Management and Documentation Department (RCMDD) of EMC. They may also request to be accompanied by a EMC photographer. In both cases, scholars must be accompanied by a EMC registrar (RCMDD) and a curator.
- Images supplied by EMC may not be cropped or altered in any way without prior approval in writing from EMC.
- All images remain the property of EMC and copyright is reserved for EMC. The EMC credit line for each image should be mentioned for each photograph.
- Permission for use images may not be transferred to a third party, and no photographic materials, digital files, or their derivatives may be transferred to any other user, without prior approval in writing from EMC.
- Once permission for publication is granted from EMC, the scholar is given a maximum of three years to publish the object. After the three years are over, the scholar loses the right to publish the object and must submit for a new permission from the museum to publish the images.
- Once the images have been published, scholars are responsible for providing five copies of their published article or one copy of their book, at their own expense, to the EMC. Alternatively, scholars may send a PDF of their publication. If these copies are not received within one year of the date of publication, further requests for the scholar will be denied.
- Study Requests for EMC images should be sent to: Egyptian Museum – Tahrir Square – Cairo, Egypt; or by e-mail: emcregistrars@gmail.com
- Scholars may only make one request per quarter (every three months).

II. REQUIRED DOCUMENTS:

Scholars have to fill out the attached **Study Request Form** and send a copy of their **national ID** (for Egyptians) or **passport** (for non-Egyptians):

1. **Ph.D. holders and research projects members** should send an official letter, addressed to the General Director of the EMC. The letter should include the logo of the institution the applicant is affiliated to as well as a brief description of the request and the inventory numbers of the object(s) the applicant would like to have photographed.
2. **M.A. and Ph.D. students** should send an official letter from the University or the Professor supervising their thesis. The letter should include the inventory numbers of the object(s) the applicant would like to have photographed. The letter should also state that the images would only be used in the thesis. To publish the image(s), the student must submit a separate request.



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III. PHOTOGRAPHY FEES:

		1-3 Objects	4-10 Objects	Over 10 Objects (only for scientific purposes: Collections, Coins, Thesis, etc.)
Ph.D. Holders or Research Projects Members	Egyptians	Free	EGP 20 per object	EGP 10 per object
	Non-Egyptians	USD 15 per object	USD 25 per object	USD 15 per object
M.A. and Ph.D. Students	Egyptians	Free	EGP 10 per object	EGP 5 per object
	Non-Egyptians	USD 5 per object	USD 10 per object	USD 5 per object
Ministry of Antiquities Employees	Free			EGP 3 per object

Fees should be paid in EGP (only at EMC).