**REQUEST FOR DEPOSIT AND PUBLICATION**

**IN “AMS HISTORICA”**

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, born in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_\_\_\_ resident at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Town/City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prov. \_\_\_ Tax ID no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in my capacity as \_\_\_\_\_\_\_\_\_ for the Library \_\_\_\_\_\_\_ (hereinafter '**Facility**') of the Alma Mater Studiorum - Università di Bologna (hereinafter '**University**')

**WHEREAS:**

1. the bibliographic assets of the Facility are handed over to the Management Coordinator for the Central Libraries, in accordance with the University's Regulations for Administration, Finance and Accounting;
2. the Facility intends to proceed with the digitisation of the works and other materials (hereinafter referred to as '**Material**') as identified and described in ANNEX 1, which forms an integral part of this document;
3. the Material will be digitised (hereinafter the "**Digital Collection**") by the Facility, in accordance with the standards established by the University in order to allow it to be filed in the AMS Historica institutional archive (hereinafter the "**AMS Historica**") with a view to its preservation, protection and valorisation through digitisation, cataloguing and subsequent dissemination, communication and availability to the public

**REPRESENT AND WARRANT:**

1. that I have the legal power to sign this document and to authorise the University to lawfully publish, reproduce, disseminate, and make available the Digital Collection to the public;
2. that I have acquired, from the legitimate owners, the authorisations necessary for signing this document and have the full availability of the rights for any reason (including intellectual property rights, copyrights and related rights, image rights, rights relating to cultural assets and related reproductions pursuant to the legislation in force and/or other third party rights);
3. that the digitisation of the Material complies with the technical requirements established by the University in the Digitisation Guidelines;
4. that the (managerial, structural and bibliographical) descriptive metadata of the Digital Collection are complete and true and comply with the standards identified by the University in the Digitisation Guidelines;
5. that the Digital Collection, as well as the corresponding metadata, will be published and made available to the public via AMS Historica in accordance with the Terms of Use of the website and the service, available at <https://historica.unibo.it/terms>;
6. that the descriptive metadata of the Digital Collection is under Creative Commons licence “CC0 1.0 Universal Public Domain Dedication”;
7. that the Digital Collection will be published and made available to the public according to the terms of the Creative Commons licence \_\_\_\_\_\_\_\_\_
8. that nothing prevents the publication, reproduction and availability to the public of the Digital Collection and its metadata through AMS Historica

**Now, therefore, all the above being represented and warranted, I expressly**

**REQUEST**

the publication, reproduction and making available to the public of the Digital Collection and its metadata through AMS HIstorica, in accordance with the terms of the associated user licence.

Bologna, \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Digitally signed**

**ANNEX 1 - DATA MANAGEMENT PLAN**

**Project overview**

|  |  |
| --- | --- |
| **Project** |  |
| **Project site** |  |
| **Funding programme** |  |
| **Participating consortium** |  |
| **Start date** |  |
| **Duration** |  |

**Project description**

*[include a brief description of the aims and/or activities of the project]* ..........................................................................................................................................................................................................................................................................................................................................................................

**Responsibility**

The Project manager in charge of collecting and describing the data provided by the individual partners is ..................

**Digital Collection**

All the material acquired and/or digitised constitutes the Digital Collection entitled .......................................... *[enter the title of the Digital Collection]*

**Type of Material**

*[enter the type of material collected]*

The project data consists of:

* published works (e.g. monographs, periodical collective works such as journals or series, journal articles)
* handwritten material in volume
* archive documents
* museum objects
* photos
* audiovisual materials
* other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Analogue material rights holders and authorisations**

*[enter the name of the original holder of the rights to the Materials, from whom permission for deposit and publication in AMS Historica has been obtained in advance]*

|  |  |
| --- | --- |
| Materials (e.g. collections, funds, etc.) | Right holder or owner |
|  |  |
|  |  |
|  |  |

**Data format**

* Analogue material to be digitised *[comply with the technical specifications for filing in annex 2]*
* Native or already acquired digital material *[enter the digital formats already available in the table]*

|  |  |
| --- | --- |
| Materials | Format |
|  |  |
|  |  |

**Data Volume**

The Digital Collection will consist of ......... files *[enter the estimated total number]*

The estimated total file volume ............. *[enter the estimated disk volume]*

After signing this document, there may be additions of materials not yet in our possession and in actual availability.

**Method of delivery**

* Manual uploading in AMS Historica
* Facilitated manual uploading
* Mass batch uploading by AlmaDL staff

**Standard and specific metadata**

*Indicate whether the materials are already catalogued and which metadata standards have been used and are to be applied and/or the specific metadata to be implemented for the materials in the collection*

**Licence to publish and make available the Digital Collection**

*[Select the chosen licence for the use of the Digital Collection and give your choice in step 8]*

* Creative Commons Attribution 4.0 International Licence (CC BY 4.0)
* Creative Commons Attribution-ShareAlike 4.0 International Licence (CC BY-SA 4.0)
* Creative Commons Attribution-Non-Commercial 4.0 International Licence (CC BY-NC 4.0)
* Creative Commons Attribution-Non-Commercial-ShareAlike 4.0 International Licence (CC BY-NC-SA 4.0)
* Creative Commons Attribution-No-Derivatives 4.0 International Licence (CC BY-ND 4.0)
* Creative Commons Attribution-Non-Commercial-No-Derivatives 4.0 International Licence (CC BY-NC-ND 4.0)

In the event that different user licences are applied to the Digital Collection, please specify below:

|  |  |
| --- | --- |
| Materials | licence for use |
|  |  |
|  |  |
|  |  |

**Information on the processing of personal data**

Pursuant to Article 13 of the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016), data subjects are informed that any personal data provided to or in any case obtained by Alma Mater Studiorum – Università di Bologna will be processed for the purposes of allowing access to the Service and managing the related activities. The data will be processed by specifically authorised persons, using also computerised means, in the manner and to the extent necessary to achieve the aforementioned purposes, including in the event of sharing the data with third parties.

The legal basis for the processing is art. 6 of Regulation (EU) 2016/679, paragraph 1 (c) (processing for contractual obligations) and (e) (processing for reasons of public interest); The provision of said data is essential in order to access the Service and refusal to provide said data will make it impossible to use the Service.

Data subjects have the rights referred to in Articles 15 et seq. of the aforementioned Regulation (EU) 2016/679, in particular the right to access their data, to request and obtain the rectification, erasure or restriction on processing of their data, as well as the right to object to the processing of their data. They may exercise these rights by emailing Alma Mater Studiorum – Università di Bologna at [privacy@unibo.it](mailto:privacy@unibo.it). Data subjects who believe that their personal data have been processed in violation of the requirements of the Regulation may file a complaint with the Italian Data Protection Authority, as provided for by Article 77 of the above Regulation, or seek an effective judicial remedy (Article 79 of the Regulation).

The Data Controller is Alma Mater Studiorum – Università di Bologna (registered office: via Zamboni 33, 40126 – Bologna, Italy; email: [privacy@unibo.it](mailto:privacy@unibo.it); PEC: [scriviunibo@pec.unibo.it](mailto:scriviunibo@pec.unibo.it)).

The Data Protection Officer’s contact details are: registered office: via Zamboni 33, 40126 – Bologna, Italy; email: [dpo@unibo.it](mailto:dpo@unibo.it); PEC: [scriviunibo@pec.unibo.it](mailto:scriviunibo@pec.unibo.it).

For further information, see the website [www.unibo.it/privacy](https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing).