

## TERMS OF USE

Pictures are submitted to customers and can be used only once and for the agreed purpose mentioned in the picture order form. Any additional use must be agreed on with the City Museum picture archives. Right of use cannot be transferred nor sold to a third party.

Pictures must not be altered without permission. Any possible editing or alteration must be mentioned in the context of publication. Methods used to enhance picture quality, such as focusing, cleaning or cropping are not considered editing or alteration.

When pictures are published, Helsinki City Museum as well as the name of the photographer, artist or author must be mentioned.

Customers must comply with copyright laws and observe protection of privacy when using the pictures.

## PHOTOGRAPHIC ART WORK

Helsinki City Museum gives the right to use the photographs in its collections. The orderer is responsible for any possible royalties. Copyright is in force 70 years from the death of the artist. Artists, their estate or any copyright holder can grant the right to use or arrange so that Kuvasto, the copyright organisation of visual art, will handle these matters on their behalf. The list of artists within the contract can be found at the [Kuvasto website](#).

## PUBLICATIONS

Customers are liable to provide the Helsinki City Museum library with a copy of the publication where the museum's photos or object collections appear.

## METAINFORMATION OF PHOTO FILES

All photos carry a digital copyright notice.

Exif files include technical information about the photograph. IPTC files include information about ownership and saving location.