



Pokrajinski muzej Maribor
Grajska ulica 2
2000 Maribor
Slovenija

T: +386 2 228 35 51
Email: museum@museum-mb.si
www.museum-mb.si
www.museoeurope.com

**RULES ON THE USE OF THE MUSEUM MATERIAL, PREMISES AND TECHNICAL EQUIPMENT OF
THE REGIONAL MUSEUM MARIBOR**

Maribor, 25 January 2018

Pursuant to the Cultural Heritage Protection Act (ZVKD-1 – Ur. l. RS 16/2008, 123/2008, 8/2011, 90/2012 and 111/2013), the Rules on the Preservation and Storage of National Treasures and Museum Material, on Entry in the Museum Register and on Granting the Authorisation for Carrying out the National Public Service of Museums (Ur. l. RS, no. 47/2012), and pursuant to Article 17 of the Ordinance on the Founding of the Regional Museum Maribor Public Institute (MUV, no. 22/04) and the ICOM Code of Professional Ethics, the Director of Regional Museum Maribor, Dr Mirjana Koren, on 25 January 2018, with the prior agreement of the Regional Museum Maribor Council, adopted the following

RULES ON THE USE OF THE MUSEUM MATERIAL, PREMISES AND TECHNICAL EQUIPMENT OF THE REGIONAL MUSEUM MARIBOR

GENERAL PROVISIONS

Article 1 (content of the rules)

These Rules govern the manner of the use and handling of museum material by employees and external users and determines the rights and obligations concerning the use and hiring of the Regional Museum Maribor (hereafter: POMUM) premises and the material costs and other costs that occur as a result.

USE OF MUSEUM MATERIAL

Article 2 (definition of museum material)

Museum material exists in the following forms:

- archive material;
- photographic material;
- documentary audio-visual material;
- library material;
- electronic databases;
- museum objects;
- museum premises.

Article 3 (character of the museum material)

Museum material is public and is available to the interested public under the conditions determined by the current legislation and these Rules.

Article 4 (the use of museum material)

Depending on the purpose, the use of museum material is divided into non-profit and commercial use.

Non-profit use means the use of museum material for research work, educational purposes and exhibition activities.

Commercial use means the use of museum material for advertising, promotion and other marketing and profit based purposes.

The use and loan of museum material for non-profit purposes is free-of-charge.

The use and loan of museum material for commercial purposes is payable and financially evaluated in the **Pricelist for the use of museum material and services** (Appendix 1).

Article 5
(access to museum material and storage units)

An applicant for access (hereafter: applicant) can access museum material on the POMUM premises.

Entrance to storage units is not permitted for those not employed by the museum, except by the prior approval of the POMUM Director, where entry to the storage units is possible only when accompanied by the custodian of the collection. An exception are the storage units open to visitors, which are accessible if accompanied by museum staff.

When examining museum material, museum standards must be followed.

Article 6
(procedure of accessing museum material)

Applicants apply to view museum material by filling in the **Application form for viewing material** (Annex 2) at the museum administration. In the application, applicants state the purpose of using the material and confirm with their signature that they agree with the conditions of use determined by these Rules. The **Application form for viewing material** is available in physical form at the museum administration and in electronic form on the POMUM website.

For the loan of museum material, a **Contract on the use of museum material** is concluded with the applicant, which determines the rights and obligations of the contractual parties.

Viewing museum material is possible after the payment of the costs for the preparation of the material and data, accompanied by the museum staff.

Article 7
(conditions for borrowing, taking away, reproducing and delivering museum material)

Museum material cannot be removed from the museum premises.

As an exception, museum material can be taken away (e.g. for an exhibition, for restoration and technical services that cannot be carried out in the museum), provided that a **Contract regarding the use of museum material** is concluded, with precisely determined conditions of protection, safeguarding and returning the material. Applicants confirm the receipt of the material by signing the **Attachment on the loan of the museum material**, which gives the date and purpose of borrowing, the user, a list of the objects, a photograph of the material and the name of the person who handed over the material. Upon the return of the material, the date of the return and the signature of the person receiving it are added to the document.

The material in digital form can also be delivered by a safe exchange of databases, provided that the cost of the preparation of the material and data has been paid and that the **Contract on the use of museum material** has been concluded.

Article 8
(limitations of access to museum material)

Applicants can only obtain specific POMUM museum material.

Based on professional judgement, POMUM retains the right to refuse the use (viewing, copying, photographing, filming, borrowing) of museum material if the planned use is not in accordance with the POMUM mission or the conditions of use specified by these Rules.

Objects that are of special importance and where there is a risk of objects being damaged, or of heritage of national importance being lost, shall not be lent by POMUM.

Article 9
(photographing, scanning and filming museum material)

Museum material can be photographed, scanned or filmed only by persons employed by POMUM, external employees contracted by POMUM, and mediators and students on work experience when instructed by POMUM.

At exhibitions, photographing is allowed using non-professional photographic equipment without flash and a tripod and exclusively for personal use.

Filming at an exhibition is allowed only in case of a news item, programme or documentary about the exhibition, POMUM or Maribor Castle.

Photographing and filming for commercial purposes is allowed only with POMUM's permission on the basis of a concluded **Contract on the use of museum material**.

Article 10 (obligatory reference to data about the museum material and obligatory copy)

Upon publication, for each reproduction of POMUM material users must give the information specified by POMUM in the **Contract on the use of museum material**. If the information in the colophon or the closing credits of a film is collective, identification must be enabled for each reproduction of the material or film excerpt.

Within 30 days of publication, users must deliver to POMUM an obligatory copy of the publication in which the POMUM material appeared. If the material is published in a publication with a print run of fewer than five copies, a digital version shall suffice.

For the use of the same material in another publication/product, a new application is necessary.

Article 11 (insuring the objects for the duration of the loan)

Prior to the receipt of museum objects, users must at POMUM's request submit an insurance policy for the borrowed objects valid for the duration of the loan, transport and return.

Users must ensure suitable climatic and security conditions for keeping and transporting the material.

Article 12 (payment of costs for the loan of museum material and for damage incurred)

Applicants can receive museum material after settling the costs on the basis of an invoice issued by the museum.

Applicants as users of museum material shall pay all the costs and damages occurring due to the loss, non-return, damage or misuse of the museum material.

USE AND HIRE OF PREMISES

Article 13 (description of premises, purpose and conditions of use)

The POMUM premises available for hire are intended for exhibition activities and cultural events lasting one or more days (lectures, round tables, projections, press conferences, presentations, concerts, performances, etc.).

The following POMUM premises are available for use and hire by external users:

- Knights' Hall (214 m², 100 persons sitting or 200 persons standing), with access via the Rococo staircase (180 m²);
- the Rococo staircase (180 m², 40 persons sitting or 100 persons standing);
- the ground floor of the castle bastion (191 m² with the possibility of viewing an exhibition encompassing 471 m², 60 persons sitting or 100 persons standing);

- the first floor of the castle bastion (106 m², with the possibility of viewing an exhibition encompassing 177 m², 60 persons sitting or 100 persons standing);
- the castle arcades (407 m², 200 persons sitting or 300 persons standing);
- the castle courtyard (425 m², 200 persons sitting or 300 persons standing);
- the castle cafe (120 m², 100 persons sitting or 200 persons standing);
- the castle lawn (330 m², 50 persons sitting or 70 persons standing).

The premises can be hired together with the technical equipment they contain and with the services of the POMUM technical staff.

The use of POMUM premises must be in accordance with the museum's activities.

The premises can be used during the museum opening hours or, following an agreement, also for one-off events outside the museum opening hours.

Article 14 (procedure of using or hiring premises, technical equipment and services)

Applicants must submit an **Application for the use or hire of museum premises, technical equipment and services** (Attachment 3).

A **Contract on the use or hire of museum premises, technical equipment and services** will be concluded with the applicant for the use or hire of museum premises, technical equipment and services, in which the rights and obligations of the contractual parties will be specified.

Article 15 (price of using or hiring premises, technical equipment and services)

The price of using POMUM premises includes the costs incurred by the use of the premises and the technical equipment and the costs of the work of employees on duty, security and cleaning.

The costs of the use of premises, technical equipment and services of the POMUM technical staff are evaluated on the basis of the **Pricelist of the use and hire of premises and services** (Annex 4) and **Pricelist for hiring technical equipment** (Annex 5).

The use of premises means adhering to Article 73 of the Exercising of the Public Interest in Culture Act (Uradni list RS, no. [77/07](#) – officially consolidated text, [56/08](#), [4/10](#), [20/11](#) and [111/13](#)) and applies to **budget users and providers of cultural programmes and projects**.

For using the premises outside POMUM opening hours (after 18.00, on Saturdays and Sundays), in addition to the cost of the work, users also pay the costs of the extended museum security services.

Article 16 (deciding on concluding a Contract on the use or hire of museum premises, technical equipment and services)

POMUM holds the exclusive and independent right on deciding about concluding a Contract on the use or hire of museum premises, technical equipment and services by an applicant.

The decision on the use or hire of museum premises, technical equipment and services by an applicant is taken by the POMUM Director.

Article 17 (priority activities)

If a number of applications for the use of premises are submitted for the same date, as a rule events that are connected with POMUM activities shall have priority. The priority is decided upon by the POMUM Director.

Article 18 (costs of exhibition security and reimbursement of damages)

Exhibition security is provided by POMUM, while the user of premises must pay the costs of security.
Users undertake to cover all damages occurring during the use of the premises that is their fault.

FINAL PROVISIONS

Article 19 (price and possible discounts)

The adopted price list for the use of museum material, services, premises and equipment represents the highest specific level of costs.

With regard to the number of services rendered, type of user and availability of premises, an agreement can be made with the Director about a lower price and different methods of payment.

Article 20 (coming into force of these Rules)

These Rules, together with the Annexes, come into force after their publication on the POMUM website.

Dr Mirjana Koren,
POMUM Director



The POMUM Council gave its approval to these Rules on 25 January, 2018.

The Rules are published on the POMUM website as of 25 January, 2018

Annex 1

PRICELIST FOR THE USE OF MUSEUM MATERIAL AND SERVICE	
N.B.: <i>Services are free of DDV (value added tax).</i>	
	EUR
ENTRANCE FEE AND PROGRAMMES	
entrance fee – adults	5.00
entrance fee 3+1 (3 persons pay, one person enters free of charge)	15.00
entrance fee – group of adults (more than 10 persons)	4.50
entrance fee – pupils, students, pensioners	3.50
entrance fee – preschool children	1.50
free entrance (ICOM, SMD, PRESS cards and donors)	0.00
family – only parents pay	-
guided tour around the exhibition * (adults, groups of up to 10)	25.00
guided tour around the exhibition * (adults, groups of between 11 and 30)	35.00
guided tour around the exhibition * (pupils, students, pensioners, groups of up to 10 – per person)	1.50
guided tour around the exhibition * (pupils, students, pensioners, groups of between 11 and 30 – per person)	1.00
guided tour around the exhibition in a foreign language* (groups of up to 30)	45.00
workshop* (adults), workshop with an external mentor* (adults)	7.00 – 30.00
commissioned workshop in the field*	50.00
workshop* (pupils, students)	3.00
<i>Muzejnica</i> events*	2.00
* <i>with prior request</i>	
USE OF MUSEUM MATERIAL	
Use of photographic, archive and library material	
<i>Note: Price depends on the size of the reproduction, type of publication and print run</i>	
for research work, educational purposes and exhibition activities	0.00
for printed publication in newspaper, magazines/journals, books and textbooks	35.00–130.00
for calendars	75.00–400.00
for postcards, other cards	75.00–235.00
for packaging and stickers	90.00–575.00
for stamps and first-day covers	65.00
in digital publications (CD, DVD, website, presentation, A-V products)	35.00
at fairs, for decoration of premises, etc.	100.00–800.00
Use of audio-visual material	
for research work, educational purposes and exhibition activities	0.00

audio-visual material price per minute	30.00–50.00
dissemination of a medium with audio-visual material (without playing)	30.00–80.00
PHOTOCOPYING	
format A4 B&W, single-sided	0.15
format A4 B&W, double-sided	0.25
format A3 B&W, single-sided	0.30
format A3 B&W, double-sided	0.50
format A4 colour, single-sided, text only	1.20
format A4 colour, single-sided, text/picture combination	2.40
format A4 colour, single-sided, picture full page	4.50
format A3 colour, single-sided, text only	2.40
format A3 colour, single-sided, text/picture combination	4.80
format A3 colour, single-sided, picture full page	9.00
Preparation of material and data / research work	
1 hour	20.00
Formulation of expert opinion	
1 opinion	50.00–100.00

Annex 2

Application for viewing material



Pokrajinski muzej Maribor
Grajska ulica 2
2000 Maribor
Slovenija

T: +386 2 228 35 51
Email: museum@museum-mb.si
www.museum-mb.si
www.museoeurope.com

To be completed by the applicant

Applicant

Name	
Surname	
Address	
Email address	
Telephone	

Applicant's institution

Institution	
Address of the institution	

Material data

I wish to view	
----------------	--

Purpose of the use of material (mark the relevant item)

Non-profit use		
<input type="checkbox"/> Research work	<input type="checkbox"/> Educational work	<input type="checkbox"/> Exhibiting
Commercial use		
<input type="checkbox"/> Advertising	<input type="checkbox"/> Promotion	<input type="checkbox"/> Other

Manner of the use of the material (mark the relevant item)

Viewing	<input type="checkbox"/>
Borrowing	<input type="checkbox"/>
Reproduction	<input type="checkbox"/>

I agree with the conditions of the use, specified by the RULES ON THE USE OF THE MUSEUM MATERIAL, PREMISES AND TECHNICAL EQUIPMENT OF THE REGIONAL MUSEUM MARIBOR adopted on 25 January 2018.

Applicant's signature	
Date	

To be completed by a POMUM authorised person

Collection custodian	
Proposed viewing of the material	<input type="checkbox"/> YES <input type="checkbox"/> NO
Proposed conclusion of a Contract on the use of museum material	<input type="checkbox"/> YES <input type="checkbox"/> NO
Proposed issue of the Attachment on the loan of museum material	<input type="checkbox"/> YES <input type="checkbox"/> NO
POMUM Director signature	
Date	

Annex 3

Application for the use or hire of museum premises, technical equipment and services



Pokrajinski muzej Maribor
Grajska ulica 2
2000 Maribor
Slovenija

T: +386 2 228 35 51
Email: museum@museum-mb.si
www.museum-mb.si
www.museoeurope.com

To be completed by the applicant

Applicant

Name	
Surname	
Address	
Email address	
Telephone	

Applicant's institution

Institution	
Address of the institution	

Select premises (mark the relevant item)

<input type="checkbox"/> KNIGHTS HALL (214 m ² , 100 persons sitting or 200 persons standing, with access via the Rococo staircase (180 m ²)
<input type="checkbox"/> ROCOCO STAIRCASE (180 m ² , 40 persons sitting or 100 persons standing)
<input type="checkbox"/> GROUND FLOOR OF THE CASTLE BASTION (191 m ² , 60 persons sitting or 100 persons standing, possibility of viewing an exhibition)
<input type="checkbox"/> FIRST FLOOR OF THE CASTLE BASTION (106 m ² , 60 persons standing or 100 persons sitting, possibility of viewing an exhibition)
<input type="checkbox"/> CASTLE ARCADES (407 m ² , 200 persons sitting or 300 persons standing)
<input type="checkbox"/> CASTLE COURTYARD (425 m ² , 200 persons sitting or 300 persons standing)

CASTLE CAFE (120 m², 100 persons sitting or 200 persons standing)

CASTLE LAWN (330m², 50 persons sitting or 70 persons standing)

Photographing or filming on the castle premises (mark the relevant item)

YES

NO

Select the technical equipment (mark the relevant item)

LARGE ILLUMINATION

SMALL ILLUMINATION

LARGE SOUND SYSTEM

SMALL SOUND SYSTEM

LARGE PROJECTION

SMALL PROJECT

CHAIRS (BIG) NUMBER: _____

CHAIRS (SMALL) NUMBER: _____

ROSTRUM

SPEAKER'S PODIUM

COAT HANGER

PROTOCOL TABLE

FLAG STAND

BANQUET TABLE WITH TABLECLOTH NUMBER: _____

CHAIR FOR BANQUET TABLE WITH COVER NUMBER: _____

COCKTAIL TABLE (DIAMETER 60 CM) NUMBER: _____

WIFI

Other information

Event title	
Event content	
Event date	
Planned duration of event	

Planned number of people at event	
-----------------------------------	--

I agree with the conditions of use specified by the RULES ON THE USE OF THE MUSEUM MATERIAL, PREMISES AND TECHNICAL EQUIPMENT OF THE REGIONAL MUSEUM MARIBOR adopted on 25 January 2018.

Applicant's signature	
Date	

To be completed by a POMUM authorised person

POMUM authorised person	
Date application received	
Date of viewing the premises	
Proposed conclusion of a Contract on the use or hire of museum premises, technical equipment and services	<input type="checkbox"/> YES <input type="checkbox"/> NO
Signature of the POMUM authorised person	
Date	

Annex 4

COST OF THE USE AND HIRE OF PREMISES AND SERVICES	
	EUR
USE OF PREMISES	
Budget users and providers of cultural programmes and projects	
Knights' Hall with access via the Rococo staircase, up to 4 hours	245.00
Knights' Hall with access via the Rococo staircase from 4 to 10 hours	420.00
Rococo staircase, up to 4 hours	210.00
Rococo staircase, from 4 to 10 hours	375.00
ground floor of the castle bastion, up to 4 hours	195.00
ground floor of the castle bastion, from 4 to 10 hours	330.00
first floor of the castle bastion, up to 4 hours	195.00
first floor of the castle bastion, from 4 to 10 hours	330.00
castle arcades, up to 4 hours	245.00
castle arcades, from 4 to 10 hours	420.00
castle courtyard, up to 4 hours	245.00
castle courtyard, from 4 to 10 hours	420.00
castle café, up to 4 hours	195.00
castle cafe, from 4 to 10 hours	330.00
use of premises for photographing and filming (per hour)	100.00
each started hour following the expire of the agreed time	150.00
HIRE OF PREMISES	
Knights' Hall with access via the Rococo staircase, up to 4 hours	550.00
Knights' Hall with access via the Rococo staircase from 4 to 10 hours	935.00
Rococo staircase, up to 4 hours	420.00
Rococo staircase, from 4 to 10 hours	720.00
ground floor of the castle bastion, up to 4 hours	395.00
ground floor of the castle bastion, from 4 to 10 hours	670.00
first floor of the castle bastion, up to 4 hours	395.00
first floor of the castle bastion, from 4 to 10 hours	670.00
castle arcades, up to 4 hours	550.00
castle arcades, from 4 to 10 hours	935.00
castle courtyard, up to 4 hours	550.00
castle courtyard, from 4 to 10 hours	935.00

castle café, up to 4 hours	395.00
castle cafe, from 4 to 10 hours	670.00
castle lawn for photographing	100.00
each commenced hour after the expiry of the agreed time	150.00
hire of premises for photographing or filming (per hour)	130.00
WORK COSTS	
technician (per hour)	15.00
technical team (5 people) for large events inside or in front of the museum, up to 4 hours	500.00
security 2 security officers (per hour)	24.00

Annex 5

COST OF HIRING TECHNICAL EQUIPMENT	
	EUR
Lighting	
large lighting (2 light consoles, 6 spot lights, cabling, setting up, technician)	350.00
small lighting (1 light console, 3 spot lights, cabling, setting up, technician)	200.00
Sound system	
large sound system (mixing desk, 3 microphones, 2 speakers)	425.00
small sound system (2 microphones, portable speaker)	290.00
Projection	
projector, portable computer, mobile screen for rear projection, 190 x 150 cm	190.00
projector, portable computer, desk, projection screen 180 x 150 cm	70.00
Stage equipment	
chairs (large)	1.00
chairs (small)	0.50
rostrum 100 x 200 x 15 cm (5 pieces)	130.00
speaker's podium	50.00
coat hanger (standing, for 50 people)	10.00
protocol table	20.00
flag stand (EU, SLO, MB)	30.00
banquet table with a tablecloth	20.00
chair for banquet table with cover	15.00
cocktail table fi 60 cm with tablecloth	15.00
WI-FI / event	50.00
WORK COSTS	
technician (per hour)	15.00