

The City Palace Museum, Udaipur

Owned and Administered by the Maharana of Mewar Charitable Foundation (MMCF), Udaipur – 313 001, Rajasthan, India

mmcf@eternalmewar.in

Museum Archives Policy Statement

Policy Statement

We, The City Palace Museum, Udaipur and the Maharana of Mewar Charitable Foundation (MMCF) are committed to and extend our support towards research. We wish to promote the study of our collections as well as encourage its use to further existing research ideas. Our aim is to stimulate dialogue about our collections, as well as promote visibility for the Archives and Udaipur, by encouraging the use of the archival material and their digital surrogates, in our collection, for research purposes or in scholarly, creative and/or culturally significant contexts.

Access

Reference, Reproduction and Loans

Under all circumstances, access to the collection will be regulated and supervised. On the first instance, access will be granted only to low-resolution versions of images.

All external requests to access The City Palace Museum, Udaipur for reproduction of images or artefact loans, for research and reference purposes, are approved in principle. This includes research leading to exhibitions, conferences, seminars, literary and/ or cultural festivals, or other primarily scholarly or creative endeavours.

- Promotional use of images will not be entertained.
Exception- If the event/ material being promoted are a scholarly or creative endeavour, as outlined above.
- Commercial use of images will not be entertained.
Commercial use is defined as any primarily revenue-generating activity.
- The Archives reserves the right to refuse requests to access, at any time, and without explanation.
- Physical access to and examination of objects will be permitted if it is being considered for a loan and only if warranted, and will be determined on a case-by-case basis, keeping in mind the condition of the object requested, with consultations with its conservators.

Note (Reproductions)

- A fee will be charged for reproductions, and will be assessed accordingly.
Kindly refer to the section 'Reproduction fees and payment methods' for further information.
- Reproductions will be bound by written agreements that have to be signed and honoured.

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- Appropriate credit lines have to be awarded to the reproduced images.
- 2 Copies of all materials featuring the reproduced images are to be provided to the Museum as stipulated in the relevant agreements.

Note (Loans)

- Only requests from museums/ similar public/ non-profit institutions will be entertained.
- A fee will be charged for the loan, and will be assessed accordingly.
- All loans are subject to approval of the lending institute's Conservator.
- The borrowing institute must meet the requirement of acceptable conservation standards.
- An adequate notice period of 4 months must be provided to the lending institute. Additional charges shall be levied on the loanee, if adequate notice-period is not provided, and if the loan is required on an urgent basis.
- Loans will be bound by written agreements that have to be signed and honoured.
- Appropriate credit lines have to be awarded to the loaned objects.
- Copies of all materials featuring the loaned objects are to be provided to the Museum, as stipulated in the relevant agreements.
- Loaned objects are to be insured, and will be assessed accordingly.

This policy document is subject to revision without notice