

PROCEDURE TO ACCESS THE SERVICES OF THE TAFOS / PUCP PHOTOGRAPHIC ARCHIVE

To access the services of Photographic Archives TAF / PUCP, all applicants must write and submit an application addressed to the Dean of the Faculty of Science and Arts of Communication of the Pontificia Universidad Católica del Perú, R.P. Rómulo Franco Temple, in the reception of the Faculty. This request must be specified as follows:

- The reasons for accessing the images or documents of TAFOS / PUCP Photographic Archive.
- Applicant's phone number and email.

Once the request has arrived and been approved by the Faculty authorities, the Archive's staff will contact the applicants.

To access the services provided by the TAFOS / PUCP Photographic Archive must be aware of:

1. The Archive opening hours for public, are from 11:00 to 13:00 and from 14:00 to 16:00, Monday to Friday
2. The images scanning will be conducted exclusively in the Archive offices. This will be done according to the specifications required by the customer, as long as is permitted by the Archive's equipment and software.
3. Minimum time for the delivery of scanned photos:
 - From 1 to 20 images: 2 weeks
 - 21 to 40 images: 4 weeks
 - More than 40 images: to treat
4. The enlargement of photographs will be done only with the lab worker assigned by the Archive. Their fees should be covered by the customer.
5. Minimum time of delivery of the enlargement(s): to deal with the lab worker.
6. In the case of the loan of pictures for exhibitions, the publication of images on print media and the use of photographs from the Archive on audio-visual media, the customer must deliver the material used. The deadline for this is thirty days peak starting from the moment when the material or the media are ready.

About payment of publishing rights and other:

1. The customer must provide his address and RUC number. Once the bill is ready, the customer must pick it up on the Archive and pay the rights fee in the Treasury Office of the Pontificia Universidad Católica del Perú. This procedure is carried out by the customer.
2. The Archive's office is located on the second floor, Wing B of the Faculty of Science and Arts of Communication, next to the Photography office.