



GAWAD SA MANLILIKHA NG BAYAN COLLECTION

This document establishes policies and guidance for the management and use of the Gawad sa Manlilikha ng Bayan (“GAMABA”) Collection. The collection include cultural objects, representational samples, information about and derived from such holdings, and other items like books, photographs, and recordings that are acquired and maintained for research, education, study, and archival purposes.

The GAMABA Program recognizes its responsibility to provide proper management and use of its collections.

1. Collection Policy

- 1.1 The GAMABA should not acquire important collection items that are not relevant, needed or useful to its mandated functions, needs, and activities.
- 1.2 The GAMABA should not acquire items and materials that are not relevant, needed or useful to its mandated functions, needs, and activities.

2. Library Policy

- 2.1 Requests from colleagues in the National Commission for Culture and the Arts (NCCA) to borrow books, photographs and films for study and research purposes may be permitted. However, borrowed materials may not be brought outside of the NCCA building unless permission is given by the GAMABA officer in charge of the collection.
- 2.2 Requests from students to borrow books, photographs and films for study and research purposes may be permitted. However, borrowed materials are not allowed to be brought or viewed outside the GAMABA office.
- 2.3 Photocopying of published materials is prohibited unless there is another copy or photocopy of the materials which can be photocopied at the NCCA Library following its own rules and regulations.
- 2.4 Access is not permitted to unpublished materials such as photographs and video footages and unpublished researches commissioned by the GAMABA unless there is a written request approved by the Gawad sa Manlilikha ng Bayan Executive Committee (“Committee”).

3. Exhibition Policy

- 3.1 Cultural objects and specimens acquired by or donated to the GAMABA are intended for research, study and reference purposes. Cultural objects and specimens cannot be loaned.



- 3.2** The GAMABA may use the cultural objects and specimens for its own exhibitions. The design and installation shall be done by a curatorial team authorized by the Committee.
- 3.3** Request to install the GAMABA Exhibit in other venues may be considered provided that:
- a. The requesting party is a non-profit museum, institution or gallery.
 - b. The request is made at least six (6) months in advance of the opening of the exhibition or installation. However, not all requests may be approved by the Committee.
 - c. The exhibit will be installed for a maximum period of one (1) month.
 - d. The exhibition space should be prepared and ready for use before the installation of the materials.
 - e. All expenses associated with the exhibition must be borne by the requesting institution including packing, shipping and insurance, as well as necessary conservation and courier expenses when applicable.
 - f. Photography for print and electronic media is permitted only for catalog, educational, archival, and publicity purposes related to the purposes of the exhibition. Photography or reproduction by the general public is not permitted.
 - g. The Committee reserves the right to withdraw objects or to recall objects from the exhibit at any time, without being required to provide reasons for such actions.

4. Photography and Filming Policy

- 4.1** Use of photographic equipment by individuals or organizations to document the collection is not permitted without permission of the Committee.
- 4.2** Students desiring to photograph or film material from the collection must complete the “Request Form” to be submitted at least two (2) weeks in advance of required date. The photograph/films must be for personal and private use only. Fair use of these materials in unpublished academic papers is allowed.
- 4.3** The GAMABA shall be provided with a copy of the academic paper or sound and audio visual materials, and other forms of electronic media produced. Said materials shall be stored in the NCCA Portal Cultural Databank, the NCCA’s intranet for cultural information, which shall remain confidential and may be given only upon prior consent of the private owner.



- 4.4 Persons or organizations desiring to photograph or film any material from the collection for commercial use must formally request in writing at least one (1) month in advance of required date. Photography or filming for commercial use is defined as for personal or corporate gain in publications, such as magazines, books, and travel guides, and in films, television, electronic media and other commercial products.
- 4.5 Photography or filming must be done within the NCCA premises. The specific date and time must be confirmed at least one (1) week in advance to ensure availability of venue.
- 4.6 The GAMABA requires film or photographic credit in any commercial use of the photographs or film. The GAMABA shall be provided with a final copy of the production in DVD format, news clip or article that results from any filming or photographing.
- 4.7 The Committee reserves the right to:
 - a. Refuse permission to copy, film, or photograph certain objects from its collection.
 - b. Limit the number of photographic reproductions.
 - c. Limit the time that the cultural objects are exposed to light.
 - d. Restrict the use of the reproduction of specific item.
- 4.8 The GAMABA shall be properly acknowledged as the source of the materials photographed or filmed, whether it is for personal, private or commercial use.
5. These guidelines shall apply to the general public, GAMABA and NCCA committee members, officials and staff.
6. Individuals or companies who violate these policies will not be allowed to access the GAMABA Collection

Approved per Committee Resolution No. 2011 – 01 on February 28, 2011.

For the Executive Committee:


ELENA RIVERA MIRANO, PH.D.
Chairperson