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| **IMAGE REQUEST & AGREEMENT: PERSONAL USE****Aberdeen Art Gallery and Museums** |  |

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| **REQUESTED IMAGE DETAILS** (continue on separate appended sheet if required) |
| **Accession number** (if known) | **Description**Artist/CreatorTitle of Work | **Type of request**  | **File format** (jpg/tiff) | **Resolution required** (dpi) | **Other info** |
|  |  | Digital image |  |  |  |

**PURCHASE OF DIGITAL IMAGES** Please use table to identify the cost of your request.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Cost per image** | **Number required** | **Cost:** please complete |
| **Production of images** | Processing and handling (First 5 images) | £21.00 each |  |  |
| Processing and handling (6th image +) | £10.50 each |  |  |
| **New photography** | Including: specific angle / type of lighting / detail | £80.85 each |  |  |
|  | New Scanning and digitising of ship plans | £21.00 each |  |  |
| **Delivery by Email / WeTransfer** |
|  |  |  | SUBTOTAL |  |
| **VAT No (if applicable)** |  | VAT (@ 20%) |  |
|  |  |  | TOTAL |  |

1. **AGREEMENT FOR USING IMAGES** (to be signed & returned to the address below before images are supplied)

|  |  |
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| **Please complete** | **I agree to comply with the conditions set out below in relation to the images requested.** |
| Name |  |
| Address | Postcode |
| Email | Telephone |
| **Purpose of use** |  |
| **I confirm that the image(s) supplied is for PERSONAL USE ONLY and will not be passed to a 3rd party** |
| Signed | Date |
| **For AAGM** | **I give permission for the reproduction(s) as described above to be used for the purpose stated, subject to the USER’s compliance with the conditions set out below.** |
| Name | Position |
| Signed | Date |

**Return completed forms to:**

1. Museum Support
2. Aberdeen Art Gallery and Museums, Aberdeen City Council
3. Aberdeen Maritime Museum
4. Shiprow, Aberdeen, AB11 5BY
5. email: MuseumSupportStaff@aberdeencity.gov.uk
6. **PROCESSING TIME: If you require an image to meet a specific deadline, please make us aware of this at time of request.** All requests to reproduce / use images for which copyright is held or managed by Aberdeen Art Gallery and Museums (Aberdeen City Council) are subject to the conditions outlined OVERLEAF.

**CONDITIONS**

* Digital copies cannot be passed, or copied on to a third party, without permission. Neither may copies be stored in any format subsequent to their specific use, without prior written permission from Aberdeen Art Gallery and Museums (Aberdeen City Council).
* The rights granted are non-exclusive and do not include moral rights. Any alterations, editing or manipulation of the image/s will require prior approval.
* If copyright (artistic or photographic) does not belong to Aberdeen Art Gallery and Museums (Aberdeen City Council), the user must take full responsibility with regard to copyright clearance and assume absolute liability for any resulting violation of copyright in any action brought by a third party.
* Customers wishing to obtain images are advised that there will be a reproduction / photographic charge which is payable before the image is supplied. This photographic access fee covers only the specific occasion detailed on the original application form.
* The reproduction(s) may be used solely for the purpose (and not otherwise) specified in this Reproduction Agreement form and for which permission from Aberdeen Art Gallery and Museums (Aberdeen City Council) has been granted, as described overleaf.

**COPYRIGHT DETAILS**

**Photographic copyright:** Photographic Copyright held or managed by Aberdeen Art Gallery and Museums (Aberdeen City Council), is asserted in accordance with sections 77 & 78 of the Copyright, Design & Patents Act 1988.

**Artistic copyright:** Where the copyright of any artist and/or painting is not held or managed by Aberdeen Art Gallery and Museums (Aberdeen City Council), the user/ requestor will be notified upon submission of this form. **IMPORTANT** **Please Note:** It is the requestor’s responsibility to obtain artistic copyright clearance when it is not held or managed by Aberdeen Art Gallery and Museums (Aberdeen City Council).

1. **GUIDANCE**
2. **Charges for services**
3. **PURCHASE OF DIGITAL IMAGES:** All images requested will incur processing & handling charges.
4. **NEW PHOTOGRAPHY: When any new photography is required, such as previously un-photographed items, a specific angle, type of lighting or a detailed shot; a service fee is charged in addition to the imaging charges. Images resulting from new photography are the property and copyright of Aberdeen Art Gallery and Museums (Aberdeen City Council) and all terms and conditions apply. Prices will be provided on application to the museum image service.**
5. **IMAGE SELECTION:** A small sized watermarked image may be emailed to the requestor to assist in selection if appropriate. Please discuss your requirements with the museum support team.
6. Completing your request:
7. **REPRODUCTION AGREEMENT FORM:** before images will be released for use, Aberdeen Art Gallery and Museums (Aberdeen City Council) Reproduction Agreement must be completed, signed & returned to:

Museum Support

Aberdeen Art Gallery and Museums, Aberdeen City Council

Aberdeen Maritime Museum, Shiprow

Aberdeen, AB11 5BY

Email: info@aagm.co.uk

1.
2. **PAYMENT: Payment must be received before the image will be released.**

**Payment can be made by cheque or an invoice can be issued. Alternatively payment can be made in person by cash, credit/debit card or cheque. To arrange payment please contact the Museum Support Team (above). Cheques should be made payable to ‘Aberdeen City Council’.**