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| **IMAGE REQUEST & AGREEMENT: PERSONAL USE**  **Aberdeen Archives, Galleries & Museums** |  |

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| **REQUESTED IMAGE DETAILS** (continue on separate appended sheet if required) | | | | | |
| **Accession number**  (if known) | **Description**  Artist/Creator  Title 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** | New Scanning and digitising | £29.16 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 Archives, Galleries & Museums, Aberdeen City Council
3. Aberdeen Art Gallery
4. Schoolhill, Aberdeen, AB10 1FQ
5. email: [MuseumSupportStaff@aberdeencity.gov.uk](mailto: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 Archives, Galleries & Museums (Aberdeen City Council) are subject to the conditions outlined OVERLEAF.

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* 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.
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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 Archives, Galleries & 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 Archives, Galleries & Museums (Aberdeen City Council) Reproduction Agreement must be completed, signed & returned to:

Museum Support

Aberdeen Archives, Galleries & Museums, Aberdeen City Council

Aberdeen Art Gallery, Schoolhill

Aberdeen, AB10 1FQ

Email: [info@aagm.co.uk](mailto:info@aagm.co.uk)

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’.**