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| **IMAGE REQUEST & AGREEMENT: REPRODUCTION****Aberdeen Archives, Galleries & 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** (delete as appropriate) | **File format** (jpg/tiff) | **Resolution required** (dpi) | **Other info** |
|  |  | Digital imageReproduction rights |  |  |  |

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

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|  |  | **Cost per image** | **Number required** | **Cost:** please complete |
| **Production of images** | Processing and handling (1st-5th image incl.) | £21.00 each |  |  |
| Processing and handling (6th & above 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** |

**REPRODUCTION RIGHTS FEES PER IMAGE** Please use table to identify the cost of your request.

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| **PRINTED REPRODUCTION: Books, Newspapers, Journal Editorials, Exhibition Panels, Theses etc.** |
|  |  | **Commercial**  | **Charging venues & Academic**  | **Educational & Charitable purposes** | **Local Heritage & Free venues**  | **Number required** | **Cost:**please complete |
| **Single Country** (UK or other) | B & W (inside) | £57.75 | £26.25 | £10.50 |  \_ |  |  |
| B & W (cover/panel) | £115.50 | £57.75 | £26.25 |  \_ |  |  |
| Colour (inside) | £84.00 | £42.00 | £21.00 |  \_ |  |  |
| Colour (cover/panel) | £168.00 | £84.00 | £42.00 |  \_ |  |  |
| **World** | B & W (inside) | £120.75 | £57.75 | £26.25 | £10.50 |  |  |
| B & W (cover/panel) | £241.50 | £120.75 | £57.75 | £26.25 |  |  |
| Colour (inside) | £168.00 | £84.00 | £42.00 | £21.00 |  |  |
| Colour (cover/panel) | £315.00 | £157.50 | £105.00 | £52.50 |  |  |
| **DIGITAL REPRODUCTION (use for up to 5 years): E-publications, Digital interactive, Powerpoint etc.** |
| **Thumbnail** | £52.50 | £26.25 |  \_ |  \_ |  |  |
| **Up to Full screen** | £105.00 | £52.50 | £26.25 |  \_ |  |  |
| **Extra-large / zoom** | £157.50 | £78.75 | £52.50 | £26.25 |  |  |
| **TV / FILM REPRODUCTION FEES: per image/footage up to 10 seconds** |
| **Transmission up to 5 years** | £367.50 | £183.75 | £94.50 | £47.25 |  |  |
| **For in perpetuity use, please contact the Museum Support team** |  |  |
|  |  |  |  |  |  | **SUBTOTAL** |  |
| **VAT No (If Applicable)** |  |  |  | **VAT (@20%)** |  |
|  |  |  |  |  |  | **TOTAL** |  |

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

|  |  |
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| **For the USER** | **I agree to comply with the conditions set out below in relation to the images requested.** |
| Name | Position |
| Company Name | Address |
|  | Postcode |
| Email | Telephone |
| **Brief details of intended use:** |
| 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 |

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| **EDUCATIONAL / RESEARCH / PROJECT USE DETAILS** |
| Associated Institution |  | Expected end date of project |  |
| Address of Institution |  |
| Description of usage |  |
| **EXHIBITION / DISPLAY USE DETAILS** |
| Title of exhibition |  | Exhibition opening date |  |
| Venue |  | Length of exhibition |  |
| Address of venue |  | Admission charge |  |
| **PUBLICATION / BROADCAST USE DETAILS** |
| Title |  | AUTHOR |  |
| Name of Publisher |  | Publication date |  |
| Distribution | World / Single country | PRINT RUN |  |
| Language(s) |  | RETAIL PRICE |  |
| Type of Rights requested (circle as appropriate) | Book | Periodical / Journal | Website | Advertising | DVD |
| TV/Film | Presentation | Research | Other |  |
| **For Printed Material: Number of copies requested for Aberdeen Art Gallery and Museums** | **One copy** |

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

**CONDITIONS and GUIDANCE**

**Charges for Service**

**PURCHASE OF DIGITAL IMAGES**

All images requested will incur processing and handling charges.

**OTHER REPRODUCTION PURPOSES**

Fees for Brochures, Greetings cards, Stamps, Posters, Merchandise and other uses not listed will be given on application.

**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 of £80.85 per image is charged** in addition to the image production and reproduction 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.

**IMAGE SELECTION**

A small watermarked image may be emailed to the requestor to assist in selection if appropriate. Please discuss requirements with the Museum Support team.

**REPRODUCTION RIGHTS FEE**

Fees will be charged (following approval for use) to reproduce an image by a third party. “Publication” may include but is not restricted to the overleaf. If you have any queries, please discuss your requirements with the Museum Support team.

**The applicant must** make every reasonable attempt to trace the copyright holder in order to request permission. We reserve the right to request evidence that copyright has been obtained before we provide the image. We recommend contacting the following institutions:

**DACS**

33 Great Sutton Street

London

EC1V 0AH

Tel: +44 (0) 20 7780 7550

Fax: +44 (0) 20 7336 8822

E-mail: licensing@dacs.org.uk

**Tate Images**

Tate Enterprises Ltd.
The Lodge, Millbank
London, SW1P 4RG

Tel: +44 (0)20 7887 8979

Fax: +44 (0)20 7887 8805

E-mail: tate.images@tate.org.uk

**Bridgeman Images**

17-19 Garway Road
London
W2 4PH
T: +44 (0)20 7727 4065
F: +44 (0)20 7792 8509

E-mail: london@bridgemanimages.com

**National Galleries of Scotland**

Copyright Department
Scottish National Gallery of Modern Art
70 Belford Road, Edinburgh
EH4 3DE
Tel: +44 (0)131 624 6258

E-mail: copyright@nationalgalleries.org

**Completing your request**

**REPRODUCTION AGREEMENT FORM**

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

Museum Support

Aberdeen Art Gallery and Museums

Aberdeen City Council

Aberdeen Art Gallery

Schoolhill

Aberdeen, AB10 1FQ

Email: MuseumSupportStaff@aberdeencity.gov.uk

**Payment must be received before the image will be released.**

**Payment can be made by cheque or an invoice can be raised. 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’.**

**PROCESSING TIME**

1. **If you require an image to meet a specific deadline, please make us aware of this at time of request.**

**CREDIT LINE and ACKNOWLEDGEMENTS**

Please ensure that all images are captioned as detailed in our correspondence with you. Please contact us if you have any queries.

* The original payment does not cover any reprints, editions, or re-employment of the image in another project. These require a new application as permission to reproduce is granted only on the specific occasion detailed on the Reproduction Application Form.
* Application to reproduce a detail from a work or a cropped image, will only be considered upon receipt of a sketch or marked up photograph showing the detail to be reproduced. ANY CAPTION MUST INCLUDE THE WORD ‘DETAIL’.
* The image must not be masked out, cut down, superimposed with type matter or in any way defaced or manipulated without prior consent. Applications will only be considered upon receipt of a colour mock-up prior to publication.
* Our standard credit line is: **© Aberdeen City Council (Archives, Gallery & Museums Collection)**. Other requirements will be detailed in the confirmation of the request.
* The credit should be included in the caption, if possible, or in the photographic credits if necessary or, in the case of film or video, in the opening or closing credits.
* Applications to reproduce works that are not in the collection of **Aberdeen Archives, Galleries & Museums** will not be considered
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* On the publishing date, a copy of each publication must be forwarded to the Museum Support Team for record purposes.