

**IMAGE REQUEST/PERMISSIONS FORM**

*Here at the Society of Antiquaries of London we take your privacy seriously. We will only use your personal information submitted in this form to process your image request, and to ensure the effective management of our library’s image request and permissions programme. We will contact you in connection with this image request, but we will not use your information for any other purpose. For further information, please see our privacy policy.*

**The Society does not have the resources to carry out picture research and requests for specific images and licences will only be processed if all the necessary information is supplied.**

**Permission tick-box (necessary field)**

[ ] I hereby grant the Society of Antiquaries of London the right to process my personal data for the purposes of this image request and the effective management of our library’s image request service. For further information, please see our [privacy policy](https://www.sal.org.uk/privacy/).

[ ] I understand that a processing of £5 is applicable to all image enquiries

**CONTACT DETAILS / BILLING ADDRESS**

|  |  |  |
| --- | --- | --- |
| **NAME** | | **PHONE** |
| **COMPANY** | | **EMAIL** |
| **ADDRESS** | | |
| **Postcode** | **VAT Code (if applicable)** | |

**PERMISSION REQUESTED TO REPRODUCE** (One image request per form)

|  |  |  |
| --- | --- | --- |
| **OBJECT INFORMATION** | | |
| **Shelfmark/Object no./MS no.** | **Artist / Maker** | **Title/Description** |
|  |  |  |

**PLANNED USE DETAILS**

|  |  |  |
| --- | --- | --- |
| **PROPOSED PUBLICATION** | | |
| **Author** | **Title of book/article/programme/exhibition/name of product/** | **Publisher/Title of journal/Broadcaster/Exhibition venue/description of product** |
|  |  |  |

**IMAGE USE** (tick as applicable)

|  |  |  |
| --- | --- | --- |
|  | Personal | £20 |
|  | Educational | £40 |
|  | Academic newsletter, magazine, journal | £40 |
|  | Commercial newspaper, magazine, journal - inside | £60 |
|  | Commercial newspaper, magazine, journal - front cover | £100 |
|  | Online | £90 |
|  | Book/E-book - Up to 1,500 print run - inside | £115 |
|  | Book/E-book - Up to 1,500 print run - front cover | £200 |
|  | Book/E-book - Up to 5,000 print run - inside | £145 |
|  | Book/E-book - Up to 5,000 print run - front cover | £250 |
|  | Book/E-book - Over 5,000 print run - inside | £195 |
|  | Book/E-book - Over 5,000 print run - front cover | £300 |
|  | Display boards/ Exhibition panels | £250 |
|  | Media and TV | £450 |
|  | Merchandising 2D - stationery and packaging | £500 |
|  | Merchandising 3D | £1,500 |

**DO YOU ALSO REQUIRE THE SOCIETY TO EMAIL YOU A DIGITAL IMAGE? YES / NO\***

\*Please delete as appropriate

[ ] **I understand that the provision of a high resolution digital image for use other than personal or educational will incur an additional fee of £30 per image**

I have read and agree to the Society of Antiquaries of London’s Image Policy, outlining Terms and Conditions of Image Use, including use of a specified credit line.

**Signed**…………………………………………………………..  **Date**………………………………………….

Please return this form as an email attachment to [images@sal.org.uk](mailto:images@sal.org.uk). Alternatively you can post it to the Society at:

The Society of Antiquaries of London

Burlington House

Piccadilly

London

W1J 0BE

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| **FOR INTERNAL USE**  Permission granted  Permission declined (please note reason)……………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………….   |  |  |  | | --- | --- | --- | | Permission granted by: | Date: | Our invoice ref. |   We request a fee of (£5 processing fee plus charge, plus VAT):   |  | | --- | | £ |   (*add a £8 fee to cover European and International Bank charges*)   |  |  | | --- | --- | | FOR PROVISION OF DIGITAL IMAGES  We request an additional fee of:   |  | | --- | | £ | | |