SOCIETY OF ANTIQUARIES OF LONDON

IMAGE POLICY

The Society's *Image Policy* seeks to provide access to its library and museum collections and raise their profile with both academic and public audiences, while also recognising the importance of commercial sales in supporting our charitable aims and objectives. However, 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.

This policy seeks to ensure a consistent response to image and licensing enquiries across the Society. It covers enquiries and requests for images and digital reproductions from the Society's library and museum collections at both Burlington House and Kelmscott Manor. It also covers image and digital reproduction requests of the interior and exterior of both Burlington House and Kelmscott Manor. The policy applies to all external commercial and non-commercial customers as well as Fellows of the Society of Antiquaries of London.

The Library's document supply and photocopying services are not covered by this *Image Policy*.

1. What we offer

1.1 The Society charges a fee for licensing and/or provision of digital images for most requests. This includes images in Open Access Society publications deposited with OAPEN https://www.oapen.org/home. Licensing and/or provision of images for use in the Society's own publications and for catalogues of exhibitions featuring objects the Society has loaned to the exhibition do not incur charges.

1.2 Charges, resolution of images, and duration of licences vary according to use (see **section 3**).

1.3 Images in Open Access Society publications deposited with the Archaeology Data Service Library https://archaeologydataservice.ac.uk/library/ can be used for free for non-commercial purposes. Commercial use of images in these publications will only be allowed with a Society licence and charges will apply.

1.4 In all instances where images and/or non-exclusive licenses are provided an acknowledgement to the Society must be included (see **sections 2.6** and **2.7**).

1.5 Provision of images and/or non-exclusive licenses must be preceded by the signing of a licensing agreement, which must be received by the Society prior to image use/provision. Bridgeman Art Library holds some images of objects from the Society's collections under contract. Commercial enquiries should be directed to Bridgeman if images are available from this resource : http://www.bridgemanimages.com/en-GB/ See **Appendices 1** and **2** for a full list of images relating to the Society's collections currently available via Bridgeman Art Library.

1.6 Low resolution images will be up to and including 768 pixels along the longest side of the image (72 dpi for an A4 original). High resolution images will be 2500 pixels along the longest side of the image (300dpi for an A4 original).

The following terms and conditions must be respected and complied with in all cases:

2. Terms and conditions of image use

2.1 Images are licensed for a pre-specified 'one time' use only.

2.2 Licenses and/or images may not be passed on for third party use.

2.3 All supplied images and permission for use of images will be covered by a licensing agreement, which must be completed and returned along with any payment prior to images being supplied or used.

2.4 For all reprints, further editions, or other uses of images previously supplied for a specific purpose, a new application must be made and additional fees will apply.

2.5 Publication of images not supplied by the Society is only allowed by obtaining a licensing agreement, which must be completed and returned along with any payment prior to images being used.

2.6 All publication of images supplied by the Society must be credited as follows: **© The Society of Antiquaries of London** (for collections held at Burlington House, London) and **© The Society of Antiquaries of London (Kelmscott Manor)** (for collections held at Kelmscott Manor, Lechlade).

2.7 All publication of images not supplied by the Society must be credited as follows: **Reproduced with the permission of the Society of Antiquaries of London** (for collections held at Burlington House, London) and **Reproduced with the permission of the Society of Antiquaries of London (Kelmscott Manor)** (for collections held at Kelmscott Manor, Lechlade).

2.8 Images may be cropped and subject to minor colour correction if required, but

2.9 images must not be changed, adapted or manipulated in any other way without first obtaining permission from the Society of Antiquaries of London.

2.10 Images of objects in the Society's collections must not be superimposed with type or other material or defaced in any way without prior approval from the Society.

2.11 Where only part of a work of art or object is to be shown, permission must be sought in advance from the Society, and 'Detail' must be added to the image caption.

2.12 Images should not be used to defame, libel or slander any person or organisation.

2.13 Images will be covered by a formal licensing agreement regardless of use and regardless of whether they are supplied to Fellows or external customers – licensing agreements must be signed in all instances prior to image use.

2.14 The Society reserves the right to require a complimentary copy of any publication in which images it has supplied will feature.

2.15 The customer agrees that the Society will bear no responsibility or liability of any kind concerning image use by the customer.

2.16 No images supplied for publication should be stored as part of a digital archive.

2.17 Digital images should be deleted from a customer's systems after 30 days from the date of supply.

2.18 Any image use in breach of the image licensing agreement and/or the terms and conditions of the Society's *Image Policy* must be remedied within 30 days of receipt of written notice by the Society.

3. Charges

3.1 The Society's image charges are available to download from our website or are available on request by emailing images@sal.org.uk.

3.2 The Society charges a fee for processing request, for image provision (supply of a digital image) and for reproduction rights.

3.3 Prices are always given in UK Pounds Sterling (GBP) and all invoices must be paid in UK Pounds Sterling (GBP).

3.4 VAT at the prevailing rate at the time of image/license purchase will be charged in addition to the quoted fee.
The Society requires pre-payment for all images/licensing purchases prior to supply of images or permissions being granted.

3.5 Any photography that is commissioned as a result of an image enquiry will be charged to the customer.

3.6 Catalogues supporting exhibitions to which will Society has loaned objects will be supplied with images of those objects for free where possible, but the host institution/borrower will be expected to submit two complimentary copies of the catalogue to the Society in exchange. If new photography needs to be commissioned, the charge for this will be passed on to the borrower. If images are requested of objects in the Society's collections that are not on loan to the exhibition, image charges will apply.

3.7 The Society reserves the right to reduce or waive media fees at our discretion.

3.8 An additional £8 fee is added to international orders to cover bank charges.

4. Photography

4.1 The Society allows Fellows, members of the public and other visitors to take photographs of library and museum material and objects on display at both Burlington House and Kelmscott Manor **without flash**, for personal use. This is on the understanding that visitors honour any signage or labels requesting where photographs should not be taken. This is to ensure we do not infringe loan or copyright conditions associated with objects from other collections that we may have on display within either of our venues, or which we may hold on loan.

4.2 Visitors and Fellows may take photographs of library and museum material during research visits using smartphones, tablets and compact cameras for personal research / private study purposes. Permission must first be sought from library or museum staff prior to any photographs being taken. Images taken for personal research / private study purposes will not normally be licenced for publishing purposes.

4.3 Visitors, members of the public and Fellows are asked not to use tripods or other protruding camera equipment without prior permission given the risk these can pose to objects on display and to other visitors.

4.4 Fellows, visitors and members of the public visiting the Society's library and museum collections at Burlington House or Kelmscott Manor are welcome to take photographs

during their visit, however Fellows, visitors and members of the public are required to adhere to the following:

- Do not use flash photography.
- Do not use protruding lenses or tripods.
- Do not use 'selfie sticks' or other extension equipment.
- Do not cause inconvenience to other visitors or behave in a way that puts any objects on display at risk while taking photographs.
- Do not take photos of any objects forming part of temporary or special exhibitions where signage clearly specifies a 'no photography' policy.
- Do not photograph merchandise in the Kelmscott Manor shop for commercial purposes or interests.
- For security reasons, do not video or film within the Society's buildings without express prior permission.

4.5 Visitors are welcome to upload photos of objects on display that they have taken for their personal, non-commercial use to their personal Facebook and Twitter accounts, and on Flickr with appropriate attribution to the Society so that it is clear the objects form part of the Society's collections.

4.6 Any private photography that requires use of additional equipment such as special lighting or a tripod is only permitted on formal application to (and by prior arrangement with) the Society, and for photography at Kelmscott Manor, by prior arrangement with the Property Manager. You must apply at least 10 working days in advance, providing details of what you wish to photograph and why. The Society reserves the right to decline any application.

4.7 Private photography may not be accommodated at Kelmscott Manor during public opening. Please be aware that the Society's spaces are also used for corporate hire activities and for meetings and events hosted by the Society itself, and so access may not be permitted on the basis of prior bookings.

5. Images taken by Society staff and Society volunteers

5.1 Staff may take photographs of items in the library and museum collections in order to respond to enquiries; any images taken by staff in this capacity will be the copyright of the Society.

5.2 If any images taken by staff are provided to external customers or Fellows in response to an enquiry, they must be accompanied by the following statement: **Images are for reference purposes only, to support private research or study, and should not be published, used or distributed for any commercial purpose. Images of this kind should not be distributed to a third party or parties either.** Images sent for this purpose should be reduced to less than 1MB in size and saved as a JPEG at 150dpi.

6. Commissioning photography

6.1 Where the Society receives an image enquiry and there are no existing images of suitable quality available, the Society can arrange for professional photography to take place on behalf of customers, or in response to a commercial request. Photography costs will be

passed on to the customer. If the request is for a large amount of material to be photographed, staff time may also be charged to the customer.

6.2 Fellows may commission their own photographer to take photographs of material in the library and museum collections that they require for non-commercial and commercial activities, with prior agreement from a member of staff. However, photography sessions must be supervised by staff, and a licensing agreement will be signed prior to any photography visit taking place. The Society may also stipulate that permission will be granted in exchange for a copyright license for use of images for non-commercial and/or commercial purposes, and provision of copies of the digital images at no charge. Requests for access in order to allow private photography must comply with the terms stated in Section 4.5.

7. Media requests and Filming

7.1 All images relating to media requests will be passed to the Communications Officer, who will liaise with the Collections Manager (Burlington House), Property Manager (Kelmscott Manor) or Assistant Librarian (Burlington House) regarding accompanying caption information in relation to material in the library and museum collections and/or access requirements.

7.2 All requests for filming at Burlington House will be handled by the Executive Assistant and Communications Officer in consultation with the Collections Manager. Media customers should be made aware of the Society's *Photography and Lighting Agreement*. If requests for filming involve the library or museum collections in any way, the Communications Manager and/or the Executive Assistant should consult with the Head of Library and Collections and/or the Collections Manager who will assess if the items are in a fit state to be filmed, identify any special conditions such as lighting and handling stipulations, and also establish if there are any copyright restrictions.

The Collections Manager will raise any concerns regarding access and filming within the building with regards to the safety, security and integrity of the collections and the historic fabric of the building.

The Head of Development must also be kept informed of any media requests and requests for filming.

7.3 All requests for filming at Kelmscott Manor will be handled by the Property Manager and Communications Officer in consultation with the Collections Manager. Media customers should be made aware of the Society's Photography and Lighting Agreement. If requests for filming involve the collections in any way, the Communications Officer and/or the Property Manager should consult with the Head of Library and Collections and/or Collections Manager who will assess if the items are in a fit state to be filmed, identify any special conditions such as lighting and handling stipulations, and also establish if there are any copyright restrictions.

The Collections Manager will raise any concerns regarding access and filming within the building with regards to the safety, security and integrity of the collections and the historic fabric of the building.

The Head of Development must also be kept informed of any media requests and requests for filming.

APPENDIX 1

BRIDGEMAN IMAGES (Collections at Burlington House)

Bridgeman ref	Object	SAL ref
SOA23361	Portrait of Mary I by Hans Eworth	LDSAL 336
SOA344080	Detail of a reliquary from the portrait of Mary I by Hans Eworth	LDSAL 336
SOA235450	Henry VII (Rawlinson version)	LDSAL 298
SOA235445	Henry VI	LDSAL 330
SOA2916	The Coronation Procession of Edward VI in 1547, by Samuel Hieronymous Grimm, 1785	N/A
SOA786028	The Coronation Procession of Edward VI in 1547, by Samuel Hieronymous Grimm, 1785	N/A
SOA235453	Old St. Paul's Diptych, 'Dr King preaching at Old St Paul's before James I'	LDSAL 304
SOA235451	Henry VII	LDSAL 329
SOA235456	Richard III (Broken Sword)	LDSAL 331
SOA235443	Jane Seymour ('Companion' portrait to Henry VIII (LDSAL 334))	LDSAL 335
SOA235452	Old St. Pauls Diptych	LDSAL 304
SOA739579	Bosworth Cross	LDSAL 446
SOA711008	Edward IV (arch top portrait, post conservation image)	LDSAL 320
XCF263540	Zech clock (side view)	LDSAL 131
ZIN41929	Zech clock (top view)	LDSAL 131
ZIN42044	Zech clock (view of internal mechanisms)	LDSAL 131
ZIN41930	Zech clock (view of internal mechanisms)	LDSAL 131
ZIN42043	Zech clock (view of internal mechanisms)	LDSAL 131
ZIN42042	Zech clock	LDSAL 131
SOA235454	Old St. Pauls Diptych, 'View of London'	LDSAL 304
SOA235449	Henry VIII ('Cast Shadow' workshop)	LDSAL 333
SOA1066157	Richard III (arch top portrait, post-conservation image)	LDSAL 321
SOA235458	Jan van Scorel, by Anthonis Mor, 1560	LDSAL 338
SOA235441	The Martyrdom of St. Erasmus, 1474	LDSAL 318
SOA235439	Beardless Young Man (possibly Bartolomeo Liviano d'Alviano)	LDSAL 339
SOA235433	Sir William Paulet	LDSAL 341
SOA1704003	The Dream of the Virgin, c. 1365-80	LDSAL 1305
SOA235460	Four scenes from the life of St. Etheldreda	LDSAL 317
SOA235459	Mary of Austria	LDSAL 340
SOA235457	Louis XII (arch top portrait)	LDSAL 324
SOA235444	'Charlemagne' (probably Charles IV of Luxembourg) (arch top portrait)	LDSAL 319
SOA235437	Ferdinand of Aragon (arch top portrait)	LDSAL 323
SOA235435	Edward IV (arch top portrait, pre-conservation image)	LDSAL 320
SOA235462	'Christ in Majesty' on vellum	MS59
SOA235461	Frederick I, King of Denmark (probably Christian II, King of Denmark) (arch top portrait)	LDSAL 326
SOA235448	Philip of Cleves (inscribed Monsieur de Ravestein) (arch top portrait)	LDSAL 328
SOA235447	Englebert II (inscribed Monsieur de Nassau) (arch top portrait)	LDSAL 327
SOA235446	Francois I of France (arch top portrait)	LDSAL 325
SOA235442	Henry VIII ('Companion' to portrait of Jane Seymour (LDSAL 335))	LDSAL 334
SOA235440	'Miracle of the Black Leg' on vellum	MS450
SOA235438	'The Virgin with her Parents' on linen	-
SOA235436	Portrait of a man, presumed to be Henry Fitzalan, Earl of Arundel	LDSAL 337
SOA235434	Philip the Good, Duke of Burgundy	LDSAL 322
SOA235432	Isabella of Bourbon (inscribed Margaret of York)	LDSAL 514
SOA1128040	Charles, 2nd Duke of Richmond, Lennox and Aubigny by Charles Philips	LDSAL 1313
SOA1128038	Detail, Charles, 2nd Duke of Richmond, Lennox and Aubigny by Charles Philips	LDSAL 1313
SOA1765254	William Burton, 1604	LDSAL 303
SOA1765253	Ralph Thoresby, after James Parmentier, 1658-1730	LDSAL 505
SOA1765252	George Vertue, 1723, by Thomas Gibson	LDSAL 314
SOA1765251	William Stukeley, c. 1726, by Thomas Gibson	LDSAL 315

SOA1765250	David Wilkins, c. 1735-45, unknown artist	LDSAL 313
SOA1765249	Samuel Gale, c. 1730, by Isaac Whood	LDSAL 1309
SOA1765248	Roger Gale, 1722, by John Vanderbank	LDSAL 1307
SOA1765247	James Pettit Andrews, c. 1790, attributed to Samuel Drummond	LDSAL 1303
SOA1765246	Sir John Dodderidge, c. 1612, unknown artist	LDSAL 1298
SOA1765245	William Oldys, c. 1738, unknown artist	LDSAL 507
SOA1765244	Philip Henry Stanhope, 5th Earl Stanhope, 1845, by John Partridge	LDSAL 503
SOA1765243	Martin Folkes, 1718, by Jonathan Richardson	LDSAL 1316
SOA1765242	John Frere, c. 1775, by Henry Walton	LDSAL 1314
SOA1765241	'Virgin of Vladimir', 19th century, Russian	LDSAL 703
SOA1765240	Fragment, Saxon Kings frieze, c. 1515 (armoured knees)	LDSAL 509.6
SOA1765239	Fragment, Saxon Kings frieze, c. 1515 (sceptre)	LDSAL 509.5
SOA1765238	Saxon King, Saxon Kings frieze, c. 1515	LDSAL 509.4
SOA1765237	Saxon King, Saxon Kings frieze, c. 1515	LDSAL 509
SOA1765236	Saxon King, Saxon Kings frieze, c. 1515	LDSAL 509
SOA1765235	Sir John Dugdale (inscribed 'Sir William Dugdale'), c. 1686	LDSAL 506
SOA1765234	Ludwig Friedrich, Prince of Württemberg, c. 1617	LDSAL 502
SOA1765233	'St. Martin and the Beggar', c. 1440	LDSAL 501
SOA1765232	'Resurrection', c. 1829, Russian	LDSAL 500
SOA1765231	'St. Agatha'	LDSAL 343
SOA1765230	Edward Harley, 2nd Earl of Oxford, c. 1719, by Michael Dahl the Elder	LDSAL 308
SOA1765229	'Fountain of Life', Russian school	LDSAL 295
SOA1765228	John the Baptist, 16th century, unknown artist	LDSAL 1306
SOA1765227	Parmentier Panel, 16th century	LDSAL 1299
SOA1765226	Fire of London (pre-conservation)	LDSAL 305
SOA1765222	Body of Edward I (rough sketch)	N/A
SOA1765221	Opening of the Tomb of Edward I, 1774, attributed to William Blake	N/A
SOA1765220	Monument of Anne of Cleves, Westminster Abbey, attributed to William Blake	N/A
SOA1765219	Joseph Sim Earle, c. 1884, Lance Calkin	LDSAL 1302
SOA1765218	The Burning of Westminster Palace in 1834, printed broadside	N/A
SOA1765217	Geological map of sections of the Isle of Wight and the adjacent parts, 1816	N/A
SOA1765216	William is told that Harold is Near, Bayeux Tapestry, Charles Alfred Stothard	N/A
SOA1765215	Illustration of sandals, buskin and amice apparel, 1893, William Griggs	N/A
SOA1765214	Plan of Stonehenge, 1877, Flinders Petrie	N/A
SOA1765213	Prospect of Stonehenge from the East/ Prospect of Stonehenge from the West	N/A
SOA1765212	Design for bosses, King Edward VI Grammar, Birmingham, by A.W. Pugin	N/A
SOA1765211	Tomb of Edward IV, St. George's Chapel, Windsor, 1787	N/A
SOA1765210	'Death and the Antiquaries', 1816, Thomas Rowlandson	N/A
SOA1765209	'The Barrow Diggers', c. 1787, James Douglas	N/A
SOA1765208	Drawing of Viking armlet from Ireland, c. 1812-13, Richard Smirke	N/A
SOA1765207	Drawing of an Anglo-Saxon hoard from Trewiddle, Cornwall, 1788, Jacob Schneibbelie	N/A
SOA1765206	Drawing of an Anglo-Saxon hanging silver bowl, 1850, by Robert T. Stothard	N/A
SOA1765205	Drawing of the Ribchester Helmet, 1798, by Thomas Richard Underwood	N/A
SOA1765204	William the Conqueror at Hastings, Bayeux Tapestry, by Charles Alfred Stothard	N/A
SOA1765203	'Virtue of Largesce', 1819, Charles Alfred Stothard	N/A
SOA1765202	'Virtue of Debonerete', 1819, Charles Alfred Stothard	N/A
SOA1765201	'Adoration of the Magi', 1800-1802, Richard Smirke	N/A
SOA1765200	Excavation of the hypocaust at Lincoln, 1740, by George Vertue	N/A
SOA1765199	Excavation of the Woodchester Roman Villa, 1793	N/A
SOA1765198	'Orpheus Mosaic', the Great Pavement at Woodchester Roman Villa, 1797	N/A
SOA1765197	Ground plan of Avebury, 1724, William Stukeley	N/A
SOA1765196	Virginia Company Lottery, 1615	N/A
SOA1191871	Henry VII (detail of SOA235451)	LDSAL 329
SOA736721	'Protestant Reformers', c. 1654	LDSAL 1300

APPENDIX 2

BRIDGEMAN IMAGES (Collections at Kelmscott Manor)

Bridgeman ref	Object	SAL ref
KLM278236	Mrs William Morris in a Blue Silk Dress, dated 1868, Dante Gabriel Rossetti	KM 091
KLM278235	Mrs William Morris in a Blue Silk Dress, dated 1868, Dante Gabriel Rossetti	-
KLM278249	Jane Burden (later Morris), dated October 1857, Dante Gabriel Rossetti	KM 134
KLM278244	Morris' bed	KM 230
KLM278237	May Morris (aged 9 years), 1871, Dante Gabriel Rossetti	KM 060
KLM278238	Jenny Morris (aged 10 years), 1871, Dante Gabriel Rossetti	KM 061
KLM278248	Jane Morris, 1861, Dante Gabriel Rossetti	KM 053
KLM278247	Jane Morris, dated 12 August 1870, Dante Gabriel Rossetti	-
KLM278242	Jewel casket, c.1860. Painted by Elizabeth Siddal and Dante Gabriel Rossetti	KM 202
KLM278246	Penelope, worked by Bessie Burden, c. 1860	KM 009
KLM278245	St. Catherine, worked by Jane Morris	KM 043
KLM278241	The White Room, Kelmscott Manor	N/A
KLM278240	The Tapestry Room, Kelmscott Manor	N/A
KLM278239	South Attic, Kelmscott Manor	N/A