



ROYSTON
MUSEUM

Image Service and Reproduction Charges

Supply of images

Unless prevented by copyright we can usually supply copies of photographs or images. This will be done by digital transfer (by email or file-sharing website). We do not provide physical copies of photographs or images.

There is a standard charge of £5 for the digital transmission of an image, plus a further £1 for each additional image. Charities, Royston community groups and Royston residents will receive a 10% discount on the standard supply charge.

Custom photography comes with an additional charge for staff time of £20 per hour, or part thereof, per member of staff. This reflects the additional staff time required and potential complexity of the task, for example for large or fragile objects. We may not be able to provide images of certain objects due to copyright restrictions, GDPR regulations or other issues.

Reproduction of Images

Unless you have specific agreement in writing from Royston Museum, all images are supplied for personal use only.

If the image is to be used in public, for example in a book, magazine, exhibition or on a website, reproduction fees may apply. These are in addition to the above charges and you must receive written permission in advance for their use. These images must be credited to “Royston Museum”.

In the case of any public use of Royston Museum images, it is the user’s responsibility to check that there are no copyright or other legal issues that may prevent this.

These usage terms also apply to images that are available on the Royston Museum website.

We regard the following as examples of non-commercial or commercial use:

- Non-Commercial:
 - Use in free educational talks, in person or online, for which the speaker receives no financial benefit other than expenses.
 - Use on websites that provide information and do not have a commercial aspect

- Use on personal social media accounts, provided the individual is not promoting themselves commercially.
- Commercial
 - Use in educational talks, in person or online, for which the speaker is paid.
 - Use on websites that promote an individual or organisation that receives financial benefits for some or all of their work.
 - Use in any form by commercial organisations or individuals aiming to make financial benefit.

Reproduction of images that we supply may only be done under the conditions set out in the Royston Museum Image Policy. You can apply for images through the Image Request Form by emailing hello@roystonmuseum.org.uk

Reproduction Charges

These fees are for use of the image, not for the costs of producing or supplying it which are additional. The fees listed below are **per image**.

Charities, Royston community groups and Royston residents will receive a 10% discount on the standard reproduction charge.

Research and educational

Personal and academic research	Free
Use in an educational talk (non-commercial)	Free
Use in an educational talk (commercial)	£3
Online only (non-commercial)	£50
Online only (commercial)	£75

Newspapers, magazines and journals

Regional/ specialist - inside	£40
Regional/ specialist – front cover	£80
National/ international - inside	£80
National/ international – front cover	£160
Online only	£100

Books and e-books

Up to 1,000 print run - inside	£50
Up to 1,000 print run - front cover	£100

Up to 10,000 print run - inside	£70
Up to 10,000 print run - front cover	£140
Over 10,000 print run - inside	£110
Over 10,000 print run - front cover	£240

Media and TV, including online streaming

Local / regional	£100
UK	£150
World	£300

Displays and Exhibitions

Up to 1 year	£50
Over 1 year	£150