



Image Policy

1. What we offer

1.1 We charge a fee for the provision and use of digital images for all requests.

1.2 Charges, image resolution and duration of licences vary according to use.

1.3 In all instances where images are provided, an acknowledgement to Royston Museum must be included (see section 3.6).

1.4 Images supplied for personal or educational use will be low resolution (72 dpi). Images supplied for other uses will be high resolution (300dpi).

2. Fees

2.1 Our image fees are available to view on our Image Request Forms or on request by emailing manager@roystonmuseum.org.uk.

2.2 We do not charge a fee for processing requests but we do charge a fee for providing a digital image and for reproduction rights.

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

2.4 All prices are inclusive of VAT.

2.5 We require pre-payment for all images and licensing purchases.

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

2.7 We reserve the right to reduce or waive fees at our discretion.

2.8 An additional £5 fee is added to international orders to cover bank charges.

3. Terms of Image Use

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

3.2 Licenses and images may not be reproduced or passed on for third party use.

3.3 Royston Museum retains copyright for all licensed images.

3.4 Provision and use of images is covered by a Licensing Agreement, regardless of use, which must be completed and returned, along with any payment, prior to images being supplied or used.

3.5 A new application must be made for all reprints, further editions, or other uses of images previously supplied for a specific purpose. Additional charges apply.

3.6 All publication of images supplied must be credited as: © Royston Museum.

3.7 Images may be cropped and subject to minor colour correction, if required, but
3.8 images must not be changed, adapted, manipulated or removed from context in any way without prior written permission from Royston Museum.

3.9 Images must not be superimposed with type or other material or defaced in any way without prior written permission from Royston Museum.

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

3.11 Royston Museum reserves the right to require a complimentary copy of any publication in which images it has supplied will feature.

3.12 The customer agrees that Royston Museum will bear no responsibility or liability of any kind concerning image use by the customer.

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

3.14 Digital images should be deleted from a customer's systems after they have been used for the purpose stated in the Licensing Agreement.

3.15 Any image use in breach of the Licensing Agreement and/or the terms and conditions of this Image Policy must be remedied within 30 days of receipt of written notice by Royston Museum.

4. Bespoke Photography

4.1 When we receive an image enquiry and there are no existing images of suitable quality available, we can commission professional photography on behalf of customers or in response to a commercial request. Additional charges apply.

4.2 The copyright of commissioned photography will be held by Royston Museum and not the customer.

4.3 Charges and terms and conditions for the provision, use and licensing of commissioned photography remains the same.

5. Images Taken by Employees and Volunteers

5.1 Employees and volunteers may take photographs of Royston Museum and its Collection in order to respond to enquiries, but any images taken in this capacity will be the copyright of Royston Museum.

5.2 If any images taken by employees or volunteers are provided to external customers 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, or distributed or licensed to a third party.'

5.3 Images sent by staff and volunteers should be reduced to less than 1MB in size and saved as a JPEG at 150dpi.

6. Media Requests and Filming

6.1 All media and filming requests will be assessed individually. We reserve the right to refuse requests.

6.2 Film and media requests are subject to the terms of an additional filming contract which will be created on an individual basis.

6.3 We will identify and highlight any special conditions such as lighting and handling stipulations.

6.4 We will raise any concerns regarding access and filming on-site with regards to the safety, security and integrity of Royston Museum and its Collection.

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