

Image and video request form

| | | | | |
|-----------------------|-----------------------------------|----------------------------------------|--------------------------------------|----------------------------------|
| Name & title | | | | |
| Company / affiliation | | | | |
| Billing address | | | | |
| Email address | | | | |
| Telephone number | | | | |
| Request relates to | <input type="checkbox"/> Archives | <input type="checkbox"/> Printed books | <input type="checkbox"/> Manuscripts | <input type="checkbox"/> Objects |

I. Supply of images for research purposes

| Details of image required | |
|-------------------------------------------|--|
| Title or item reference | |
| Further details (medium, artist, etc.) | |
| Extent (e.g. page numbers) | |
| No. of images (max 10) | |

Fees

Library & Archives

- Digital photographs from a single volume/folder (jpg): £30 (+VAT) for first image; £5 (+VAT) for subsequent images.
- Digital photographs from multiple volumes/folders (jpg): quote provided for submitted requests.
- Scanned microfilm (pdf): £45 (+ VAT).

Art & objects

- Digital photographs (jpg): £30 (+VAT) per image.
- If new photography is required, this may incur an additional charge.

Images provided are for research purposes only and will not be copied, further circulated or reproduced without permission.

Signed _____

Date _____

LONGLEAT HOUSE COLLECTIONS

The Estate Office, Warminster, Wiltshire, BA12 7NW

collections@longleat.co.uk

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Registered Office at The Estate Office, Longleat, Warminster, Wiltshire, BA12 7NW.

II. Image reproduction licence request

Terms & conditions

- Images are not to be reproduced without written permission from Longleat.
- The permission to reproduce:
 - applies only to the images listed on the invoice and for the specific purpose indicated.
 - does not confer exclusive rights of reproduction or rights in perpetuity.
 - applies to the named applicant only and is non-transferable.
- Images are not to be altered or manipulated without prior written approval from Longleat. Where permission is sought, proofs of the altered image must be submitted for approval.
- Correct image credit and caption details must appear with the reproduced image.
- Reproduction is only permitted from photographic materials supplied by Longleat.
- All reproduction related fees must be paid to Longleat before images will be supplied and permissions for image reproduction granted.
- Images should be deleted after use.
- If any of the above terms are breached the permission to reproduce will be rescinded.
- Longleat requests a copy of the article/book/thesis in which the supplied images appear.

Invoicing & transfer

Licence requests should be forwarded to collections@longleat.co.uk. Charges apply to requests. Please give full details on the form (below) to enable us to provide an accurate quote. Prices quoted exclude VAT. Invoices should be paid in pound sterling (GBP) by bank transfer.

I have read the information above and agree to the terms & conditions: ☐ (Please tick)

Signed _____ Date _____

Image licence order form

| Image details | | | |
|-----------------------------------------------------------|--------------------------------|---------------------------------------------------|--------|
| Title or reference | | | |
| Further details (medium, artist, etc.) | | | |
| Do you require the image files | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Other: |
| Reproduction rights (tick all that apply) | | | |
| Print publication (incl. books, magazines, newspapers) | Cover <input type="checkbox"/> | Inside (up to full page) <input type="checkbox"/> | |

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| | | | |
|--------------------------------------|-------------------------------------------------|-------------------------------------------------------|----------------------------------------|
| E-book publication | 5 years <input type="checkbox"/> | 10 years <input type="checkbox"/> | Over 10 years <input type="checkbox"/> |
| Website reproduction | 5 years <input type="checkbox"/> | 10 years <input type="checkbox"/> | Over 10 years <input type="checkbox"/> |
| TV/online broadcast | 5 years <input type="checkbox"/> | 10 years <input type="checkbox"/> | Over 10 years <input type="checkbox"/> |
| Academic journal | Journal cover <input type="checkbox"/> | Inside (up to full page) <input type="checkbox"/> | |
| Advertising | Half page <input type="checkbox"/> | Full page <input type="checkbox"/> | |
| Exhibition | Temporary display <input type="checkbox"/> | Permanent display <input type="checkbox"/> | |
| No reproduction | Lecture <input type="checkbox"/> | Research <input type="checkbox"/> | Other <input type="checkbox"/> |
| Distribution & print run | | | |
| Distribution | One country & language <input type="checkbox"/> | Worldwide/Multiple languages <input type="checkbox"/> | |
| Print run | Under 500 <input type="checkbox"/> | 500-1,000 <input type="checkbox"/> | Over 1, 000 <input type="checkbox"/> |
| Additional information | | | |
| Publication / programme title | | | |
| Publication author | | | |
| Publisher | | RRP | |
| Date of release | | | |
| Notes | | | |

Fees

A precise quote will be provided on receipt of a completed form.

Privacy notice

By submitting this form, you agree that your personal data will be processed in accordance with [Longleat's Privacy Policy](#).

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