

Information Sheet 1: Submitting an Enquiry

When submitting an enquiry that might result in a request for a copy of an image, please bear the following points in mind.

- **Crown Copyright:**

This Museum cannot supply copies of any Official images that are still Crown copyright. This generally lasts for fifty years from the date the image was taken. Crown copyright is administered by the Ministry of Defence who apply charges and conditions that have proved to make it impractical for us to provide copies. By appointment, these images are available for viewing and research but no form of copying is possible. See the relevant information sheet for further details.

- **Commercial Applications:**

This Museum supports the use of its images in books, magazines and other publications that promote the ongoing history of the Royal Marines and the Royal Marines Museum. It also supports the use of its images within film and video productions. The Museum does reserve the right to refuse the supply of images without explanation. To encourage the use of its images the Museum offers generous rates for reproduction, against a framework of regulation. This is designed to keep staff-time to a minimum. Details of this framework will be found on the Conditions, Charges and Reproduction Rights information sheet.

- **Private Applications:**

As a result of the quantity of requests for images to support the Corps, commercial applications and the Museums own needs in satisfying its educational, publication and display requirements we have had to withdraw our service of providing copy images to the general public. Our Collections are available for inspection and for research by appointment. We have taken this decision reluctantly but the reasons for it have been outlined in our opening paragraphs.

- **Response:**

Please read these notes carefully as we will not acknowledge enquires that fall outside the described limits of our service.

- **How to submit an enquiry.**

All enquiries must be made by e-mail or by letter. Telephone enquiries or personal callers cannot be accepted. The addresses to be used are:

**Photographs and Pictures Librarian,
Royal Marines Museum, Southsea, Hampshire, PO4 9PX**

pictures@royalmarinesmuseum.co.uk

Alternatively, an online contact form can be found in the Picture Research section of the Museum's website.

- Please ensure that you send your enquiry to the correct member of staff. The above addresses relate to enquiries regarding the contents of the image collections only. If you have a photograph about which you need further information, or interpretation, such as 'What do his uniform badges mean?', 'Where are these barracks located' etc, then you should send your enquiry to our Archivist (see 'Research' page). If you need information about specific items that you can see in the photograph such as medals or uniforms and would like to enquire about what examples are in the Object Collection then send your enquiry to our Assistant Curator (see 'Artefacts' page).