

Information Sheet 3: An example of the current application form for Reproduction of Images

APPLICATION FOR REPRODUCTION RIGHTS (Part 1) (For Commercial or Official Use Only)

Note: Have you read our 'Submitting an Enquiry' Information Sheet? If your enquiry falls outside the limitations described therein, ie the request is for images for private use or for images that are Crown copyright, your enquiry will not be acknowledged.

JOB NO: (RMM use only)

NAME: John Smith

TITLE OF PUBLICATION: A History of Landing Craft

AUTHOR, PUBLISHER and/or PRODUCER: Smith Associates

PRINT RUN: 1000 max. **PUBLICATION/TRANSMISSION DATE:** January 2011

OPTIONS (Please tick one of the following)

All book, journal and newspaper charges are for 'World coverage, any language'			
Book (Image within text) - £50	<input type="checkbox"/>	Journals & Newspapers - £40	<input type="checkbox"/>
Book (Image on cover) - £100	<input type="checkbox"/>	Television (5-year world rights) - £150	<input type="checkbox"/>

Note: 'Print on Demand' charges will be as above and will last for two years only. A further payment will be required for each two year period after that until printing ceases.

Conditions of Use

- I will use the image only for the purpose specified on Part 1 of this form.
- In all instances where the copyright is held by a person or organisation other than the Royal Marines Museum I will make all reasonable attempts to find the copyright owner and seek permission to use the image.
- I understand that reproduction is granted for one-time use and that further editions of the product will require re-negotiation.
- I undertake to ensure that the images provided by the Royal Marines Museum will not be stored in any form of image library.
- The images provided by the Royal Marines Museum will not be passed to a third party other than for the purpose of producing the product to which this application relates.
- A copy of the publication/video/film will be sent, free of charge, to the Royal Marines Museum Library.
- The Royal Marines Museum will be credited within the book, video or film. The image must not be used without the following wording. '© Trustees of the Royal Marines Museum'. Where appropriate the Museum may stipulate an alternative form of wording. Credit line should be adjacent to the image.
- I understand that the Reproduction Charge quoted in the table on Part 1 of this form is in addition to any Service Charge levied for research or other assistance relating to the project. It is also in addition to any Copyright charge levied by a third party.

APPLICATION FOR REPRODUCTION RIGHTS (Part 2)

JOB NO: (RMM use only)

IMAGES REQUIRED

Image Number and Subject	Copyright holder (Where known to RMM)	Cost £ (Inc VAT)
GRAND TOTAL (inc VAT) £		

I agree to ensure that everyone who has access to these images supplied by the Royal Marines Museum will abide by the Conditions of Use set out on this form:

Signed	Date	
Print Name	For	
Company		
Address		
Phone Number		
E-mail		

FOR ROYAL MARINES MUSEUM USE

Permission Granted by <i>(on behalf of the Royal Marines Museum)</i>	Print Name Date	

October 2009

