



**ST GEORGE'S CHAPEL  
ARCHIVES & CHAPTER LIBRARY**

**IMAGE SUPPLY: CHARGES**

| <b>Item</b>                  | <b>Quantity</b>      | <b>Cost</b>                                   |
|------------------------------|----------------------|---|
| Digital image (300dpi)       | per image            | £10.00 plus VAT                               |
| Scan (low res)               | 1-10 images          | £5.00 plus VAT                                |
|                              | per image thereafter | 50p plus VAT                                  |
| New professional photography |                      | Subject to costs of professional photographer |

Please note: prices are on the basis of supply of a digital image as an email attachment. Hard copy prints or images on disc can be provided, but the customer will be expected to cover the costs of hardware and postage.

**REPRODUCTION OF IMAGES FOR PUBLICATION OR BROADCAST: LICENCE FEES**

**BOOKS, PERIODICALS, CATALOGUES, CD-ROMs, DVDs, WEBSITES**

| <b>Image use</b>    | <b>Coverage</b>           | <b>Black &amp; white</b> | <b>Colour</b>    |
|---------------------|---------------------------|--------------------------|------------------|
| Inside illustration | UK only                   | £30.00 plus VAT          | £60.00 plus VAT  |
| Inside illustration | World, one language       | £50.00 plus VAT          | £80.00 plus VAT  |
| Inside illustration | World, multiple languages | £70.00 plus VAT          | £100.00 plus VAT |
| Jacket or cover     | UK or world               | £90.00 plus VAT          | £120.00 plus VAT |
| Website             | UK or world               | £50.00 plus VAT          | £80.00 plus VAT  |

**TELEVISION AND FILM**

| <b>Image use</b>                        | <b>Cost</b>      |
|---|------------------|
| One programme, one country transmission | £150.00 plus VAT |
| One programme, world transmission       | £300.00 plus VAT |

**EXHIBITIONS**

| <b>Image use in display (see above for fees for use in exhibition catalogue)</b> | <b>Cost</b>      |
|--|------------------|
| Exhibition charging entry fee  | £100 for 2 years |
| Exhibition not charging entry fee  | No charge        |

For terms and conditions see overleaf.



## ST GEORGE'S CHAPEL ARCHIVES & CHAPTER LIBRARY

### IMAGE SUPPLY AND LICENSING: TERMS AND CONDITIONS

#### **Format**

St George's Chapel Archives and Chapter Library aims, where possible, to supply images of documents, photographs and books held in its collections, in one or more of the following formats: digital image, print-out, photocopy or photographic print. Customers must complete an order form specifying the required format.

Where documents cannot be scanned, photocopied or photographed in house, staff may arrange for photography to be undertaken by a professional photographer at the customer's expense (prices subject to professional photographer's fees).

Digital photography for research purposes may be undertaken by researchers consulting documents in the search room on purchasing a digital photography permit.

#### **Resolution**

Digital images are generally supplied at 300 dpi. New photography may have to be undertaken by a professional photographer at the customer's expense if higher resolution images are required.

#### **Delivery**

Digital images will be delivered by email. Hard copy prints or images on disc can be provided and may be sent by post or collected in person; the customer is expected to cover the cost of materials and postage.

#### **Charges and usage**

Charges are set to reflect costs incurred by the Archives and Chapter Library in processing and administering photographic orders and in line with charges set by similar private archive repositories. Current charges were set in 2019 and will be reviewed in 2024.

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