

## Image Reproduction and Charging Policy

### Formal Museum Enquires

| Segment | Service | Item            | User | Price  |
|---------|---------|-----------------|------|--|
| Museums | Enquiry | Charge per item | All  | £30.00 per hour after an initial free 30 minutes. No part hour rate. |

### Environmental Data Requests

We will not provide full data reports, raw data will be supplied for interpretation. All UK Data Protection Acts will be strictly adhered to; this may mean the necessary redaction of data.

| User type  | Rate for first hour | Rate for subsequent hours |
|------------|---------------------|---------------------------|
| Commercial | £200                | £100                      |

### Photographic Reproduction Service

| Size (in)                          | Size (cm)          | £ per print | £ inc 20% VAT         | Cost inc Post and packaging with in UK additional £5 out with. |
|------------------------------------|--------------------|-------------|-----------------------|--|
| 6 x 8                              | 15 x 20            |             | £29.30                |  |
| 8 x 10                             | 20 x 25            |             | £33.30                |  |
| 10 x 12                            | 25 x 30            |             | £39.90                |  |
| Image saved to disk                | TIFF or JPG format |             | £33.90                |  |
| Image send via electronic transfer | TIFF or JPG format |             | £26.60 (delivery N/A) |  |

### Reproduction Fees - Editorial

| BOOKS, NEWSPAPERS & MAGAZINES   |             | 1 Language<br>1 Country | 1 Language<br>World rights | >1 Language<br>World rights |
|---|-------------|-------------------------|----------------------------|-----------------------------|
| Fees for non-exclusive one time only in one edition. Further editions additional rights or reprints require new permissions. For print runs up to 10000 - surcharge payable for larger quantities | Inside page | £114.50                 | £178.60                    | £258.50                     |
|   | Front Cover | £286.20                 | £360.70                    | £454.50                     |

|  |                         |              |                    |         |
|--|-------------------------|--------------|--------------------|---------|
| Newspapers & Magazines                       | Inside Page             | £167.80      | £225               | £331.40 |
|  | Front Cover             | £339.40      | £452.50            | £565.70 |
| REPORTS / LEAFLETS/<br>BROCHURES             |                         | up to a page | double page spread | cover   |
| Single sheet mail shots charges at full page | Print run up to 10,000  | £319.40      | £606.90            | £703.90 |
|  | Print run up to 100,000 | £383.40      | £718.70            | £878.50 |

### Reproduction fees – Educational

|   |   |
|---|---|
| <b>Educational publications or research.</b><br>Images can only be used for educational research or publication. This cannot be sold or made available online (commercial publication costs will apply) | <b>£20 per image and a copy of the research provided to Leisure and Culture Dundee.</b> |
|   |   |

### Reproduction Charges – Media

|                                      |                                     | 1 Language,<br>1 Country | 1 Language,<br>world rights | >1 Language<br>World Rights |
|--------------------------------------|-------------------------------------|--------------------------|-----------------------------|-----------------------------|
| Television/Broadcast                 | Single Transaction                  | £113.10                  | £167.80                     | £407.30                     |
|                                      | per repeat                          | £58.60                   | £87.80                      | £102.50                     |
|                                      | 10 year unlimited                   | £565.70                  | £725.50                     | £1034.20                    |
|                                      | iPlayer or other on demand services | £51.90                   | £51.90                      | £51.90                      |
| DVD/E-book/Software                  | up to 25,000 copies                 | £143.60                  | £201                        | £266.20                     |
| Use on disc packet                   |                                     | £306.10                  | £386                        | £488.40                     |
| Web publication for up to five years |                                     | <1 year                  | <5 Years                    |                             |
|                                      | Commercial                          | £475.50                  | £612.30                     |                             |
|                                      | Editorial                           | £ 235.60                 | £306.10                     |                             |
|                                      | Educational                         | £117.20                  | £166.40                     |                             |

### Reproduction Charges - Product Use

|  | 1 Language,<br>1 Country | 1 Language,<br>world rights | >1 Language<br>World Rights |
|--|--------------------------|-----------------------------|-----------------------------|
| Fine Art Prints & Posters up to 3,000 print run under 54 x 60cm (A3) | £266.20                  | £307.00                     | £352.10                     |
| 50 x 80cm  | £343.40                  | £306.20                     | £459.20                     |
| Over 50 X 80cm   | £278.60                  | £468.60                     | £591.00                     |
| Calendars up to A4 plate   | £346.10                  | £425.90                     | £479.20                     |
| Front cover  | Fee +40%                 |                             |                             |
| Back cover   | Fee +25%                 |                             |                             |
| Greetings Cards & Postcards up to 3,000 print run                    | £306.20                  | £386                        | £459.20                     |
| Up to 5,000  | £366                     | £419.30                     | £492.50                     |
| Gift Stationary, diaries, stationary etc up to 5,000 print run       | £343.60                  | £419.30                     | £492.50                     |
| 3D Gift Stationary, mugs, t-shirts etc up to 3,000 print run         | £386                     | £459.20                     | £532.40                     |

## Promotion and Advertising

|                            |                      | 1/2 Page | Page    | DPS     | Cover   |
|----------------------------|----------------------|----------|---------|---------|---------|
| Reports/Leaflets/Brochures | print run to 10,000  | £319.40  | £439.20 | £606.90 | £702.80 |
|                            | over 10,0001-100,000 | £383.40  | £479.20 | £718.70 | £878.50 |

| Graphic panel display |                    | Up to half panel | Up to full panel |
|-----------------------|--------------------|------------------|------------------|
|                       | For up to 10 years | £199.70          | £266.20          |

### When ordering please note

- Sizes are only approximate: dimensions depend on size of work.
- New and special photography can be arranged, but will incur additional fees.
- Larger prints are sent rolled in a protective tube to avoid damage.
- If you require a courier delivery, or will collect in person, please inform us.
- Please note that larger print sizes may suffer from loss of definition in some cases.

### Payment

Payment will be invoiced. It can be paid by cheque, or card. Instructions will be provided with the invoice

New and special photography can be arranged, but will incur additional fees (min £45 charge)  
Please confirm digital file sizes required

Clearance of all necessary rights, releases or consents which may be required for reproduction associated with the image rests with the client

VAT will be deducted from overseas orders.

A 25% discount will be given to charitable organisations on the production of a valid charity number.

### Loan of the Museum Collection

Any institution wishing to loan objects will be asked to complete a request to loan form and submit UKRG Standard Facility Report Forms.

The borrowing institution will be responsible for any out of pocket expenses that Leisure and Culture Dundee incurs.

This cost may include the cost of any courier all risk insurance, transit, packing and any courier requirements, reasonable staff cover and any other reasonable costs for the preparation of the object.

The courier will accompany any museum or art object and see it locked in a case or hung and will be there to accompany the object for its return. Leisure and Culture will also have final say on the transport arrangements.