

## Library Services

# Archives Application for Permission to Publish

**Please note the following:**

- This form should be completed if you wish to publish any material from our collections.
- Complete all the relevant sections and sign the declaration.
- It is illegal to publish any material in copyright without the copyright holder's permission. Copyright in photographs and other artistic works is particularly stringent.
- We do not hold the copyright in all material in our collections, and we may ask you to prove that you have cleared copyright or made best efforts to do so. Please contact us for further details.

### Part 1: Publication Fees

Depending on copyright and ownership status, we may charge publication fees on some material. Publication fees are applied for commercial or non-commercial use. Non-commercial use means an activity where no fee is paid, such as a free lecture or exhibition or an article in a journal for which no fee has been paid. College staff or students are not charged reproduction fees provided that they intend to use the copies provided to fulfil the College's public task in delivering teaching and learning. But they are not licensed for commercial re-use, so reproduction fees are applied to staff or students intending to use the same material in a commercial publication or other undertaking.

Publication fees are applied **per image** as follows.

Medium	One language/one country (£)	World/one language (£)	World/all languages (£)
Academic/Non Commercial books or periodicals	15	25	35
Commercial books or periodicals	30	50	70
Covers of books, magazines, CDs	70	120	170
Film (still images up to 10 seconds). First use of image	50	80	120
Film (still images up to 10 seconds). Repeat transmission.	25	40	60
Film (still images up to 10 seconds). Unlimited transmissions and retail video/DVD (10 years).	150	300	500
Academic/not for profit electronic publication	15 (p.a.)	25 (p.a.)	35 (p.a.)
Commercial electronic publication	30 (p.a.)	50 (p.a.)	70 (p.a.)

**Part 2: Permission**

Publication includes the use of copies as book or journal illustrations, book or CD covers, and for use in film, television, video, CD-Roms, websites, posters, exhibitions, public lectures etc.

**Contact Details:**

Name: .....Organisation: .....

Address: .....

.....

Tel: ..... Email: .....

**Details of item(s) to be published (please include file reference and brief description)**

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**Details of Publication**

Medium	If book, periodical, artwork, video	If book cover, poster, film, TV, CD, website
Publisher/producer		
Author/director		
Title/web address		
Publication/launch date		
Print run/duration		
Purpose (academic/non-commercial)		

**Rights requested** (All rights granted are non-exclusive)

One country, one language: please specify .....

World rights, one language: please specify .....

World rights, all languages

**Part 3: Record Copying Charges**

Please complete this section if you require copies of material in our collections for publication. If you do not require copies of material, continue to part 3.

Please note the following reprographics charges:

Record Copying Charges*	Queen Mary Staff/Student (£)	External User (£)
Photocopies A4 Black/White	0.10	0.20
Photocopies A4 Colour	0.50	1.00
Photocopies A3 Black/White	0.15	0.25
Photocopies A3 Colour	0.75	1.50
Scan (JPEG or TIFF)	1.75	3.50

\*The above charges apply per page or per scan. Additional charges may apply as follows:

A minimum charge of £10.00 plus postage and package will be applied to remote orders.

Additional postage and package will be applied as follows; UK £1.50, Europe £2.00, Worldwide £3.00.

Writing scanned images to CD, will incur additional charges of Queen Mary staff/students £1.00, External researchers £2.00.

**Format of copy required:**      Photocopy                   Scan

**Specifications of copy (dpi, size, colour etc):** .....

**Delivery:**      Email                   Post

**Delivery details:** Name .....

Address.....

.....

Email .....

**Part 4: Payment**

We accept payments by cash and sterling cheques payable to 'Queen Mary, University of London'.

**Part 5: Conditions of use**

**If permission to publish is to be granted you will need to:**

1. Have obtained consent to reproduce the images from the owner of any copyright in the original materials, before an image can be supplied by us.
2. Acknowledge 'Queen Mary, University of London' in the publication and give the reference number of the work, and page numbers where appropriate.
3. Use the materials supplied by the Library only as specified in your request overleaf.

**In addition, for electronic publication you will need to:**

4. Ensure images cannot be downloaded separately from the text.
5. Clearly link a copyright statement to the image.
6. Reapply for permission to publish every 12 months, if you wish to continue using the image.

Permission may be withdrawn if these conditions are abused. You will be liable to indemnify Queen Mary, University of London for any loss due to infringement of these conditions.

**Part 6: Declaration**

I understand and abide by the conditions of use detailed above

Full Name: .....

Signature (not typed, stamped or third party) .....

Date .....

**Return Address:** Archives, Mile End Library, QMUL, 328 Mile End Road, London E1 4NS  
Tel: +44 (0)20 7882 3873  
Fax: 020 8981 0028  
Email: [archives@qmul.ac.uk](mailto:archives@qmul.ac.uk)

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