

Application for Permission to Reproduce Images

SEE REVERSE FOR REPRODUCTION FEES

1. Name (block letters) _____

Address (block letters) _____

Telephone _____ Fax _____

E-mail _____

I hereby apply for permission to reproduce the images listed below in the following publication:

2. Details of Publication Book, periodical, partwork

Publisher _____

Author _____

Date of publication & price _____

Title _____

Other use Please give details (e.g. Book jacket, poster, film, CD-ROM)

3. Rights required (non-exclusive) [delete as A, B or C as applicable]

A single language, single country: please specify

B world rights, one language: please specify

C world rights, all languages

4. Details of material to be reproduced Complete as many details as possible:

4.1 Shelfmark _____

Author _____

Title (printed) _____

_____ **Date** _____

Folio/page (recto/verso) _____

B/W or Colour _____

4.2 Shelfmark _____

Author _____

Title (printed) _____

_____ **Date** _____

Folio/page (recto/verso) _____

B/W or Colour _____

4.3 Shelfmark _____

Author _____

Title (printed) _____

_____ **Date** _____

Folio/page (recto/verso) _____

B/W or Colour _____

5. Conditions

If permission is granted, I agree to abide by the following conditions.

1. I understand that permission may be withdrawn at any time if any part of these conditions is infringed and that I shall be liable to indemnify the Library for any loss which it suffers because of such infringement.

2. I acknowledge that it is my responsibility to obtain any necessary consent to reproduce the photographs supplied by the Library from the owner of any copyright in the materials photographed, as according to the *Reprographics Service Conditions*.

3. I undertake to include in the publication an acknowledgement of the Library, naming it as 'Lambeth Palace Library' and giving the full shelfmark/reference number of the work(s) with page or folio number(s).

4. Images must be obtained from the Library or from its authorised agents. Any copyright or publication right in these materials is retained by the Library.

5. I will not use these materials for any purpose other than that specified above.

6. I will pay the appropriate reproduction fees in addition to the Library's photographic charges in accordance with the current *Price List* I understand that photographic charges may be payable on acceptance of my order, and that an invoice will be sent to me.

Name of the applicant _____

***Signature** _____

Date _____

*This must be the signature of the person making the request. A stamped or typewritten signature, or that of an agent, is NOT acceptable.

Lambeth Palace Library

Reprographic Services



Reproduction Fees

	1 language, 1 country OR 1 programme, 1 country, 1 transmission OR 6 month web licence	World, 1 language OR world, 1 programme, 1 transmission OR 1 year web licence	World, all languages OR 1 programme, unlimited use OR 2 year web licence
Non-electronic			
	<i>B & W/colour</i>	<i>B & W/colour</i>	<i>B & W/colour</i>
Scholarly/non-profit making books, journals, part-works	£30.00 / £30.00	£30.00 / £60.00	£60.00 / £120.00
Commercial books, journals, part-works	£30.00 / £60.00	£60.00 / £120.00	£100.00 / £200.00
Covers of books, CDs, magazines and videos	£60.00 / £120.00	£110.00 / £220.00	£160.00 / £320.00
Television and film (up to 6 seconds)			
Educational films, videos	£30.00	£60.00	£120.00
Commercial films, videos, slides	£60.00	£150.00	£500.00
Electronic publication (CD, e-book)			
	£20.00/ £40.00	£40.00/ £80.00	£80.00/ £100.00
Electronic publication (web)			
Educational sites, secondary page	£10.00	£30.00	£50.00
Commercial sites, secondary page	£20.00	£60.00	£100.00
All sites, home page	£30.00	£90.00	£150.00

Notes

1. The above fees refer only to the granting of non-exclusive, one-time, one edition reproduction rights. Subsequent editions and reprints will be charged at 60% of standard fee.
2. In the case of CD-ROM, permission is given for a fixed period of three years' use, or an agreed production run. Fees are renewable for further terms at 60% of standard fee.
3. In the case of television and film, every six seconds in addition will be charged at 50% of standard fee. Repeats will be charged at 60% of the standard fee.
4. In the case of websites, licences may be renewed for further terms at 60% of standard fee.
5. A discount may be given for the use of 5 or more images in the same publication/ broadcast/ website.

Lambeth Palace Library

London, SE1 7JU

Tel: +44 (0)20 7898 1400 Fax: +44 (0)20 7898 1043

www.lambethpalacelibrary.org
archives@churchofengland.org