

York Castle Museum Eye of York York YO1 9RY Tel: (01904) 687687 Fax: (01904) 671078 Accredited Museum No.: 10	Yorkshire Museum & Gardens Museum Gardens York YO1 7FR Tel: (01904) 687687 Fax: (01904) 687674 Accredited Museum No.: 1061	York Art Gallery Exhibition Square York YO1 7EW Tel: (01904) 687687 Fax: (01904) 697966 Accredited Museum No.: 12
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Purchase			
Please note that when purchasing prints or 35mm slides, there will be an additional charge of £8.00 per image should scanning be required.			
<i>Purchase Black & White Print</i>		<i>Purchase Colour Print</i>	
7 in x 5 in	5.75	7 in x 5 in	14.00
8 in x 6 in	6.25	8 in x 6 in	16.00
10 in x 8 in	7.50	10 in x 8 in	17.00
<i>Black & White Negative from Trans. & Flat Copy</i>		<i>Purchase Colour 35 mm Slide</i>	
5 in x 4 in	15.00	- for personal use and lectures only	7.00
Hire			
<i>Colour Transparency - hire only</i>		<i>Use of Premises/Museum Objects for Commercial Photography/Filming</i>	
Hire fee per calendar month	30.00	Further information and prices on request	
Penalty for late return per week or part week	20.00		
Penalty for loss or damage	150.00		
Research		Paper Copies	
<i>Fee payable per hour</i>		<i>Fee per sheet</i>	
1 st hour	free	B&W photocopy	0.10
Per additional hour	35.00	B&W laser print	0.25
		Colour laser print	0.50
Digital Images		Postage & Packing	
<i>Supply of high resolution image</i>		<i>Postage & Packing</i>	
Per image	30.00	Minimum	1.00
Please note that we do not charge a service fee			

All fees shown are per image.

Sizes and formats different from those listed above may be available on request.

Fees shown are for existing images. If new photography or filming is required any costs incurred will normally be passed on to the applicant. Prices are available on request.

Fees shown are in pounds sterling (GBP) and are exclusive of VAT (except in the case of paper copies). VAT will be added at the standard rate for all UK orders. For other countries in the EU VAT will be added unless a VAT Registration Number is supplied. VAT is not applicable to orders supplied outside the EU.

All fees must be paid in advance upon receipt of an invoice.

January 2007

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Editorial

Books / Partworks / Electronic Publishing (CD ROM, etc.) / Educational & Documentary Video / Gallery Display		
<i>Inside</i>	<i>Cover</i>	
70	150	one country, one language
90	190	world, one language
120	250	world, all languages
Newspapers / Journals / Editorial (fees may be waived subject to YMT Media Co-ordinator's permission)		
<i>Inside</i>	<i>Cover</i>	
70	150	one country, one language
90	190	world, one language
120	250	world, all languages
Magazines / Brochures		
<i>Inside</i>	<i>Cover</i>	
80	165	one country, one language
100	210	world, one language
130	275	world, all languages
Television / Film: Flash fee (up to 6 seconds)		
60		one country
150		world
600		unlimited transmission for 5 years (10% of the original fee is charged to renew a licence for a further 5 years)
On-line Electronic Publishing		
195		6 month rights

Advertising / Merchandise

Advertising	Merchandise
Newspapers / Brochures / Magazines / Direct Mail <i>(max 1 year)</i> 225 1 campaign, one language 350 1 campaign, world	Cards: <i>Greeting Cards / Notecards / Christmas Cards, etc.</i> 120 1 year rights, one language 250 1 year rights, world
Corporate Products: <i>Annual Reports / Cards / Calendars, etc.</i> 130 1 year rights, one language 275 1 year rights, world	Calendars / Posters / Fine Art Prints / Gift Wrap 225 2 year rights, one language 350 2 year rights, world
Point of Sale / Posters 500 minimum 1 year rights	Covers: Cassettes / CDs / Records / Videos 200 2 year rights, one country 300 2 year rights, world
Television Commercials 1,000 minimum Up to 3 months showing	Packaging: Biscuit Tins / Cosmetics, etc. 350 3 year rights, one country 500 3 year rights, world
On-line Electronic Publishing 290 6 month rights	Other: T Shirts / Mugs / Jigsaws / Games, etc. 200 3 year rights, one country 325 3 year rights, world

Fees shown are per colour image (full page)
 Fees for black and white are normally 50% of those for colour.
 Fees for images of half a page or less are normally 50% of the full page fee.

All fees are for one edition only. For further editions a minimum of 50% of the original fee is payable.

A minimum of 5% on the invoice sales value will be charged for merchandise.

Where different languages are involved, each language is regarded as a separate edition.
 (Under European ruling 'one country' implies all member states, e.g. if single country French language rights are requested by a French publisher, the publisher is deemed to have acquired rights in that language throughout all territories of the EU.)

Educational/non-profit-making organisations may be eligible for a discount on the standard tariff.

Fees shown are in pounds sterling (GBP) and are exclusive of VAT.
 VAT will be added at the standard rate for all UK orders. For other countries in the EU VAT will be added unless a VAT Registration Number is supplied. VAT is not applicable to orders supplied outside the EU.

All fees must be paid in advance upon receipt of an invoice.

Fees are based on recommendations made by the Museum Trading and Publishing Group, February 1998.

Conditions of Image Use

The 'Museums' referred to below are York Castle Museum, Yorkshire Museum and York Art Gallery.

General

1. Any photographic works, etc. requested (referred to below as 'the works') must be used solely for the purpose agreed. Should the works be required for additional editions or any other purpose, a further *York Museums Trust Image Use Request Form* must be completed.
2. Other than when purchased, works may be hired for a monthly fee. They must be returned by the date agreed with the Museums; late return will incur a penalty charge as will loss or damage.
3. If requests are for merchandising, a separate *Licensing Agreement* will be drawn up.
4. The Museums must be acknowledged wherever and whenever objects are published, transmitted or otherwise made use of or referred to. The acknowledgement must include the words *York Museums Trust* followed by the name of the appropriate museum in brackets, e.g. *York Museums Trust (York Art Gallery)* and any further wording specified by the Museums.
5. If requested, the Museums' accession numbers must be included in captions.
6. Images supplied by the Museums should normally be reproduced complete and without any overprinted text, unless agreed in advance.
7. If requested, proofs of reproduction and accompanying text must be submitted to the Museums for approval before publication.
8. The Museums must be supplied with a complimentary copy of any publication, etc. for their records.

Copyright and Publication Rights

9. Where the Museums hold the copyright of works supplied, they retain that right. Should copyright be held by someone other than the Museums, it is the responsibility of the applicant to clear copyright with the copyright owner; the Museums may require written proof of this.
10. If new image creation is permitted or commissioned by the Museums, any resulting copyright is assigned to the Museums (see also paragraph 16 below).
11. If new image creation is permitted or commissioned by the Museums, any resulting publication rights are assigned to the Museums (see also paragraph 16 below).

Charges: see above

12. Any costs incurred for photographic work, materials, postage or packing, will normally be passed on to the applicant. Research and administration fees may also be passed on. These are in addition to reproduction fees.
13. The applicant will be invoiced for any fees due. Fees must be paid in pounds sterling (£). Image creation work will not commence and images will not be despatched until fees have been paid.
14. Royalties must be paid promptly at six-monthly intervals.

New Image Creation

15. Should new image creation be required, the Museums must be informed in writing of any special requirements. The Museums reserve the right to reject such requirements and to specify the agent used.
16. In the case of image creation commissioned by the Museums, the ownership of all negatives and other original materials will normally pass to the ownership of the Museums. The Museums may use such materials for any purpose they see fit (see also paragraphs 10 and 11 above).
17. All photographers, film crews and other agents will be supervised by Museums staff. Any mains operated electrical equipment used must display proof of a current portable appliance test. Proof of public liability insurance to an agreed limit is required in advance.
18. The applicant will be supplied with conservation and handling requirements.

Additional Conditions

19. If any additional conditions are agreed between the Museums and the applicant, they will be put in writing. The Image Use Request number allocated must be clearly marked on all additional agreements. An authorised Museums representative and the applicant must sign such agreements.