



Image Reproduction Enquiry

Requestor Details

Name

Company

Address

Postcode

e-mail

Telephone

Image Details

List all the images you require that are to be used in the same way, if you have multiple images where each is to be used in a different way then please use one form per type of use

Accession Number	Description/Artist/Title of Work
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Please choose the size/specify the dimensions you require the image(s) to be A6 A5 A4 A3

Please specify the date you wish the licence to start from
(date from which asset(s) will be used)

Data Protection

The information being processed for the purpose of supplying a license to reuse images and will only be used for supplying you the images and managing the license the information collected and will not be shared with any third party license holder. The information being collected is being processed under the Data Protection Act legal basis of Contract. We will never share or use your information for marketing purposes. We will only keep your information for 7 years after the expiry of the license. It will be stored and processed in line with the principles of the Data Protection Act 2018. You have certain rights under the Data Protection Act and the EU General Data Protection Regulations (GDPR), which include the right to access, rectification and erasure. To enforce these rights or enquire about any other aspects of data protection, please contact
Data Protection Officer, Plymouth City Council, Ballard House, West Hoe Road, Plymouth PL1 3BJ.
Email: dataprotectionofficer@plymouth.gov.uk
Plymouth City Council is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).
The Council's full Privacy notice can be found at: <https://www.plymouth.gov.uk/aboutwebsite/privacypolicy>

Use of the Image(s)

Please decide which section your use of the image(s) falls into and tick the relevant box on each line within that section. If you have more than one image and they are all to be used in the same way then you may list them all together on the one form. However, if you have multiple images that are each to be used in different ways then please use one form per type of use.

Personal Use

Usage Personal Use only, not be used by a 3rd Party

By choosing this option you are only able to use the image for personal use and will not be able to publish it. If in the future you wish to use the image for another purpose then you will need to contact The Box Image & Film Service.

Editorial Use

Usage Publishing, Books and E-Books

Placement Cover & Inside Inside Only

Duration 1 Edition

Print Run up to 500 up to 1,000 up to 2,500 up to 5,000
 up to 10,000 up to 15,000 up to 25,000 up to 50,000
 up to 100,000 up to 250,000 up to 500,000 up to 1,000,000

Territory One Country/One Language Worldwide/All Languages

Newspapers & Magazines Use

Usage Newspapers, Print and Digital

Placement Cover/Homepage Inside/Sub Page

Print Run up to 1,000,000

Territory Worldwide/All Languages

Usage Magazine - Regional/trade/niche Print & Digital format, One country/One language
 Magazine - National, Print & Digital format, Worldwide/All languages

Placement Cover Only Inside Only

Print Run up to 500 up to 1,000 up to 2,500 up to 5,000
 up to 10,000 up to 15,000 up to 25,000 up to 50,000
 up to 100,000 up to 250,000 up to 500,000 up to 1,000,000

Academic Use

Usage Publishing (book and e-book) Cover Only Inside Only
 Publishing (scholarly journal & e-journal) Any placement

Duration Indefinite

Print Run up to 500 up to 1,000 up to 2,500 up to 5,000
 up to 10,000 up to 15,000 up to 25,000 up to 50,000
 up to 100,000 up to 250,000 up to 500,000 up to 1,000,000

Territory One Country/One Language Worldwide/All Languages

Products Use

Usage Calendars Cover & Inside Inside Only
 Greetings Cards/Postcards/Notelets, Any placement

Duration 1 year

Print Run up to 500 up to 1,000 up to 2,000
 up to 3,000 up to 5,000 up to 10,000

Territory One Country/One Language Worldwide/All Languages

Usage CD & DVD Packaging (any format, including electronic distribution)

Print Run (units) up to 500 up to 1,000 up to 3,000 up to 5,000
 up to 10,000 up to 25,000 up to 50,000 up to 1,000,000

Territory Worldwide/All Languages

Media Use

Usage TV (all broadcast media) Worldwide/All Languages
 Film and video online, mainstream, Worldwide/All Languages
 Film and video online, Art House/Independent, One Country/One Language

Transmissions Unlimited

Duration up to 1 year up to 3 years up to 5 years up to 10 years

Promotional Material Use	
Usage	Newsletters, Brochure, Guides - Print & Digital
Distribution Limit	<input type="checkbox"/> up to 500 <input type="checkbox"/> up to 1,000 <input type="checkbox"/> up to 3,000 <input type="checkbox"/> up to 5,000 <input type="checkbox"/> up to 10,000 <input type="checkbox"/> up to 25,000 <input type="checkbox"/> up to 50,000 <input type="checkbox"/> up to 100,000 <input type="checkbox"/> up to 250,000 <input type="checkbox"/> up to 500,000 <input type="checkbox"/> up to 1,000,000
Territory	Worldwide/All Languages
Exhibition Use	
Usage	Displays, Trade Fairs, Indoor for the Museums & Heritage Sector
Placement/Size	<input type="checkbox"/> Small (Up to A3) <input type="checkbox"/> Large (Up to A1)
Duration	<input type="checkbox"/> Up to 6 months <input type="checkbox"/> Over 6 Months
Territory	Worldwide/All Languages
Usage	Displays, Trade Fairs, Indoor for Corporate & Trade
Placement/Size	<input type="checkbox"/> Small (Up to A3) <input type="checkbox"/> Large (Up to A1)
Duration	<input type="checkbox"/> Up to One week <input type="checkbox"/> Up to one month
Territory	Worldwide/All Languages
Catalogue Use	
Usage	Catalogues, Exhibition Catalogues, Reference Books, All Editions - Print & Digital Format
Placement	<input type="checkbox"/> Cover & Inside <input type="checkbox"/> Inside Only
Distribution	<input type="checkbox"/> up to 500 <input type="checkbox"/> up to 1,000 <input type="checkbox"/> up to 3,000 <input type="checkbox"/> up to 5,000 <input type="checkbox"/> up to 10,000 <input type="checkbox"/> up to 25,000 <input type="checkbox"/> up to 50,000 <input type="checkbox"/> up to 100,000 <input type="checkbox"/> up to 250,000 <input type="checkbox"/> up to 500,000 <input type="checkbox"/> 500,001+
Territory	Worldwide/All Languages
Online Use	
Usage	<input type="checkbox"/> Website, Commercial, One Site <input type="checkbox"/> Home Page <input type="checkbox"/> Interior <input type="checkbox"/> up to 6 months <input type="checkbox"/> Up to 1 year <input type="checkbox"/> Website, Non-Profit, One Site <input type="checkbox"/> Home Page <input type="checkbox"/> Interior <input type="checkbox"/> up to 6 months <input type="checkbox"/> Up to 1 year <input type="checkbox"/> Commercial - Social Media <input type="checkbox"/> up to 6 months <input type="checkbox"/> Up to 1 year
Territory	Worldwide/All Languages
Other	
If you required use is not listed above then please give full details of your intended use	