

Reproduction Licensing Form

Request No.	
Collection:	
Date fulfilled:	
Invoice no.:	
IRN:	

Requested by:

Name:	Company/Institution:
Address:	
Phone:	Email:
EC VAT No. (if applicable):	

The following image(s) has/have been requested for reproduction. I understand that the Museum has the right to decline any requests for photographic reproduction(s) at its discretion.

Images Requested:

Title/Description	Accession/Reference/Shelfmark No.	Image Format Required

Proposed use of image(s)- please complete all relevant sections where possible:

Personal use (non-commercial, private study or research)	Academic use (education, academic research or publication)
Charitable (non-commercial use only)	Commercial use

Reproduction Details:

Please complete the applicable section(s) below, providing as much information as possible. Permissions are only granted for the use(s) detailed when completing the form.

Publication

Title of publication:					
Date of publication:			Publisher:		
Size image(s) will appear:					
	1/8 page	1/4 pag	e 1/2 page	2	Full page
Print run:			E-book rights:		
Territorial Rights:	One country- one language		World- one language	e	World- all languages

Broadcast - up to 6 seconds. Each 6 seconds after charged at 50%.

Name of programme:			
Channel:		Date programme to be aired:	
Territorial Rights:	One country	World	

Other use - includes merchandising, advertising and exhibitions

Where image will appear:			
Length of time rights req	uested:		Quantity of reproductions:
Formats to appear in:	Print	Digital	Territories:

Terms and Conditions of Reproduction

- 1. The University of Oxford reserves copyright on all reproductions supplied, where applicable.
- 2. All reproductions must credit ©Oxford University Museum of Natural History.
- 3. Oxford University Museum of Natural History reserves the right to reject any requests for photographic reproductions at its discretion.
- 4. Reproductions will not be made of material for which we do not hold Intellectual Property Rights, where these Rights exist, or for material to which reproduction could cause damage to the item.
- 5. A fee may be applicable for the supply of this image. Where an existing reproduction does not already exist is may be possible to arrange new photography. There will be an additional charge for this service.
- 6. Permission to reproduce the supplied image or media is strictly limited to the purpose as detailed on the Photographic Reproduction Licensing Form. Any additional use of the supplied images, for example all reprints, further editions or re-employment of digital images or printing plates in other projects, require a new application.
- 7. All fees are for non-exclusive, one-time use only; rights are not granted in perpetuity.
- 8. Written permission must be granted in advance by Oxford University Museum of Natural History if the image is to be manipulated, cropped or edited, in any way.
- 9. Unless otherwise agreed, one copy of any product, publication, publicity material or similar produced by the Licensee and containing a reproduction of the Image must be supplied by the Licensee to Oxford University Museum of Natural History within two (2) weeks of its publication or production.
- 10. Permission to reproduce an image will be granted only if obtained from the Oxford University Museum of Natural History. Copying images from books, magazines, printed material and websites is strictly prohibited.

Declaration

I understand that permission to use the image(s) described above is only under the licensing terms agreed to on this form. All other use could be an infringement of copyright.

I understand that this license does not permit me to pass these images and/or the rights granted by this agreement to a third party.

I agree to attribute the supplied image(s) to Oxford University Museum of Natural History.

Signature:

Date:

Permission

I hereby grant the above described reproduction rights on behalf of Museum of Natural History, University of Oxford

Signature:

Date: