

Image Reproduction & Archive Copyright Policy

The purpose of this Policy is to explain the fees charged for the reproduction of images from Blundell's School's (the "**School**") archive and also to provide information regarding copyright which may apply to materials from the School's archive.

Image Reproduction Fees

- i. The fees charged for the reproduction of images will vary depending on how the images will be used and the print run requested. £50 is the standard base rate per image.
- ii. Electronic rights are automatically included with fees for print. For example, the prices for book publishing include e-book rights.
- iii. If you are requesting images remotely a standard imaging fee of £15 will be charged. UK customers will be charged VAT on reproduction fees.
- iv. No fee is payable for photographs taken in person if the proposed use of the images will be limited to personal use, research or study – only the standard imaging fee referred to above will be charged if it is applicable.
- v. At its discretion, the School may waive its usual reproduction fees if images are to be used for academic and non-profit publications, but this may be conditional on the School receiving a complimentary copy of the book or article.

Copyright

Some of the materials in the School's archive are protected by copyright.

You must contact the School to request permission prior to using or reproducing any materials (including images) from the School's archive in a publication (via any medium) or for any commercial purpose.

Unless the School has notified you that the materials or images are not subject to copyright then you must comply with the School's instructions to acknowledge copyright when using them.

Product and brand licensing

If you are interested in obtaining a licence to use any of the materials or images from the School's archives for a commercial purpose, for example for use on products such as gifts, apparel, accessories, stationery and toys or for use in digital products such as apps, CDs or DVDs, please email bursar@blundells.org to see if this is feasible.

Catherine Flavelle, School Archivist

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