

PHOTOGRAPHIC SERVICE CHARGES AND REGULATIONS

(Revised March 2007)

The Ashmolean Museum's Photographic Service undertakes photography of objects and pictures from the Museum's collections and supplies images in accordance with the following scale of charges and subject to the conditions listed overleaf.

Photographic Service Charges (Prices excluding VAT)

Digital Image—Colour OR Black & White

High-Resolution Digital Image (Basic Hire Fee of 3 months) £ 35.00

Extended Hire Fee (per month) £ 15.00

Replacement Charge for Lost or Damaged Transparency or CD £100.00

Photo Quality Inkjet Prints—Colour OR Black & White

Up to 297 x 210 mm (A4) £ 15.00

Up to 420 x 297 mm (A3) £ 25.00

Scanning Charge £ 8.00

Please note this is a mandatory charge for digitising existing transparencies or negatives.

New Photography (if required—additional to the above costs)

New Photography of Artefacts (3D) £ 50.00

New Photography from Flat Copy (Drawings, Prints, etc.) £ 25.00

New Photography of Coins and Medals £ 25.00 per side

Handling Charges

Please note that additional charges (minimum £25.00) may be made for subjects needing special treatment, handling or photography *in situ* in the galleries.

Postage and Packing

Postage and packing will be charged extra. Overseas orders will be despatched airmail.

United Kingdom First Class £ 4.00

Special Delivery (Next Day) £ 6.00

European Union Airmail (*Airsure*) £ 7.00

Elsewhere Airmail (*Airsure*) £ 9.00

**PLEASE NOTE: NO WORK WILL BE UNDERTAKEN UNTIL
PAYMENT HAS BEEN RECEIVED.**

Ordering

Orders should specify clearly the format required and give the fullest description for the identification of objects or pictures, including Department (e.g., Western Art, Antiquities, Eastern Art, Heberden Coin Room, or Cast Gallery), and catalogue or accession number.

Invoicing

On receipt of your order, a pro-forma invoice will be issued. Please quote this invoice number at all time and in all correspondence. Failure to do so may result in considerable delay.

Payment

No work will be undertaken until payment has been received. Please allow up to 28 days after payment for completion of your order.

Cheques and money orders should be made payable to:
ASHMOLEAN MUSEUM (PHOTOGRAPHIC SERVICE)

Overseas payments must be made by cheques in pounds sterling, drawn on a British bank only, or by International Money Order, or credit card.

Payment by Mastercard, Visa, or American Express is also accepted.

Payment can also be made into the University bank account, details as follows:

Name of Account: Oxford University Chest General No. 1 Account
Name of Bank: Barclays Bank
Oxford City Centre Branch
54 Cornmarket
Oxford
OX1 3HS
United Kingdom
Account Number: 50051675
Sort Code: 20-65-20
Swift Code: BARCGB22
IBAN Number: GB57BARC20652050051675

If paying by bank transfer, please ensure you quote:
'ASHMOLEAN MUSEUM (PHOTOGRAPHIC SERVICE)' and your invoice number.
In order to avoid delays to your order, please ensure an advice of payment is also
sent direct to the Photographic Service at the Ashmolean Museum.

Ownership of Photographic Images

Where a photographic image does not already exist, one will be prepared and charged for. Under no circumstances can negatives be supplied, and in all cases, negatives, transparencies, and digital images and the copyright therein remain the property of the Ashmolean Museum. Digital Images on CD-ROM are hired for a basic three-month period. Failure to return by the due date will result in the charge of an extended hire fee.

Regulations for the Publication of Images

1. The purchase of a photographic print, transparency, or digital image does not in itself carry with it the right to make a reproduction in any form. Copyright on all images remains the property of the Museum. Images of works by living artists or those who dies less than seventy years ago can only be supplied, other than for research or private study, if the applicant has obtained prior written consent from the owner of the copyright. The Museum cannot undertake to give advice or information in regard to ownership of copyright in these cases.
2. If an image is required for publication (in any format), an application must be made for Reproduction Rights. If applicable, an invoice for the appropriate reproduction fee will be issued. Permission to reproduce is dependent on full acceptance of the following conditions and is automatically abrogated if any part is infringed.
 - a. The acknowledgement 'Ashmolean Museum, Oxford' will appear in the caption to each reproduction.
 - b. No reproduction will be used for commercial advertising and each will appear without overprinting or any other impairment of its integrity as a work of art. Where only a part of a work is reproduced, the word 'detail' will be included in the caption.
 - c. No work of art will be reproduced larger than life-size without special permission.
 - d. In the case of colour reproductions, proofs will be submitted for correction before publication, and the Museum reserves the right to disallow reproduction, if, after correction, these are judged to be unsatisfactory.
 - e. A suitable reproduction fee will be paid, and/or a complimentary copy of the publication sent for the library, as may be requested.
 - f. Off-prints of all articles (or, if this proves impossible, references to all articles) will be sent to the Museum.
3. Permission to reproduce and the fee payable cover only single language rights (unless otherwise requested) and a single edition, as detailed in the original application. The rights granted are non-exclusive and a new application to the Museum must be made for any new edition or further use of the photographic material. Multimedia applications in respect to electronic publishing rights are subject to a separate agreement.
4. Reproduction in ANY FORM from 35mm colour slides or photocopies is STRICTLY PROHIBITED with the exception of coins and medals.
5. Images cannot be supplied to individuals or companies operating a photographic hire or sales service.
6. Photography is allowed in the Galleries; however, flash photography is not permitted in the Sands Gallery. The use of tripods in any Gallery is prohibited. The use of video cameras and camcorders is prohibited without prior written authority. Reproductions of pictures or objects in the Museum from images other than those supplied by the photographic service is prohibited.

All communications in connection with photographic orders should be addressed to:

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