

## Application for Permission to Reproduce Images

*This is an application for permission to reproduce images taken at or produced by the Vaughan Williams Memorial Library (VWML), including own-photography.*

Please submit this completed form to library@efdss.org

### By signing this form, you agree to the following Terms and Conditions:

- Permission to use images from the VWML is non-exclusive.
- Any image right you are granted is non-transferrable.
- Rights licences are limited to the specified use in the original application. New permission must be sought for revised editions, additional formats, etc.
- It is the requester's responsibility to ensure that all copyright the VWML may not own or not solely own is cleared before publishing or using the image(s). You will indemnify the VWML against any claim which may be made against it if you fail to obtain an appropriate consent or fail to abide by the terms of consent.
- You must ensure you are following current copyright legislation, which may restrict the reproduction of certain images.
- Where a fee\* is payable, permission is granted only after receipt of payment.
- Submitting this completed form does not automatically grant permission to reproduce images. Permission will be given or denied in writing, usually by email, after your submitted form is reviewed and payment is made (if applicable). A copy of the license will also be sent to you for your records.
- Full acknowledgement must be made for each image used, citing both the image reference (if available) and "Courtesy of the Vaughan Williams Memorial Library at the English Folk Dance and Song Society".
- Permission may be withdrawn if any of the above conditions are not met.

\* There will be a charge for some permissions. Any fees will be quoted upon receipt of your application.

### Please choose from the following:

- I have a copy of the image(s) required. Source of image(s): \_\_\_\_\_
- I have requested a copy of the image(s) required: Please complete a **Reprographics Request form**.
- The images I would like to reproduce/publish are my own.

### Please select how the image(s) will be used:

- Private use / research
- Lecture / presentation / academic conference poster
- Thesis
- Academic journal

- Printed publication (includes books, magazines, etc.)
- E-book or other online / digital publication
- Merchandise or promotional material (brochures, posters, catalogues)
- Broadcast
- Exhibition →  Free entry  Admission charge
- Website, app, or social media site →  Freely accessible  Subscription fee  Commercial

**Details of image reproduction or publication** (Please complete where applicable)

- **Article/lecture title** \_\_\_\_\_
- **Publication/lecture event title** \_\_\_\_\_
- **Author(s)** \_\_\_\_\_
- **Publisher/lecture venue** \_\_\_\_\_
- **Date of publication/lecture** \_\_\_\_\_
- **Print run:**  1-1,000  1,001-5,000  5,001-10,000  10,000+
- **Area rights:**  One country  Worldwide
- **Image use:**  Cover  Internal
- **Website or social media URL** \_\_\_\_\_
- **Exhibition title** \_\_\_\_\_
- **Exhibition venue** \_\_\_\_\_ **Date(s)** \_\_\_\_\_
- **Broadcast title** \_\_\_\_\_
- **Company** \_\_\_\_\_ **First date of broadcast** \_\_\_\_\_
- **Broadcast details:**  UK up to 5 years  Worldwide up to 5 years  UK in perpetuity
  - Worldwide in perpetuity
- **Merchandise description** \_\_\_\_\_ **Company** \_\_\_\_\_
- **Merchandise print run:**  1-1,000  1,000-10,000  10,000+

**Details of item(s) requested** (Please attach an additional sheet if more images are required)

Reference or barcode number (if known)	Details of item (title of book or journal article, journal details if applicable, and page numbers OR name of collection and description of item)	Price
Examples: AGG/6/18	Anne Geddes Gilchrist Collection. Draft of lecture on Schubert	£1.50
n/a	"The controversial clog championships that caused a furore". EDS. 81, no. 3 (Autumn 2019) pp. 14-15	30p
19809	Roud, Steve. Folksong in England. pp. 221-252	£4.65
		<b>TOTAL: 0</b>

**I have read and I agree to the Terms and Conditions of this request form:**

<b>Name:</b>	
<b>Address:</b>	
<b>E-mail:</b>	<b>Telephone:</b>
<b>Signature:</b>	<b>Date:</b>

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