

The Box

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

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 Service.

Editorial Use

Usage Publishing, Books and E-Books

Territory Worldwide/All Languages

Placement ☐ Cover/Homepage & Inside/Sub Page ☐ Inside/Sub Page

Print Run

<input type="checkbox"/> up to 500	<input type="checkbox"/> up to 1,000	<input type="checkbox"/> up to 2,500	<input type="checkbox"/> up to 5,000
<input type="checkbox"/> up to 10,000	<input type="checkbox"/> up to 15,000	<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

Newspapers & Magazines Use

Usage Newspapers, Print and Digital

Territory Worldwide/All Languages

Placement ☐ Cover/Homepage ☐ Inside/Sub Page

Print Run up to 1,000,000

Usage

☐ Magazine - Regional/trade/niche, Print & Digital format

☐ Magazine - National, Print & Digital format

Territory Worldwide/All Languages

Placement ☐ Cover/Homepage ☐ Inside/Sub Page

Print Run

<input type="checkbox"/> up to 500	<input type="checkbox"/> up to 1,000	<input type="checkbox"/> up to 2,500	<input type="checkbox"/> up to 5,000
<input type="checkbox"/> up to 10,000	<input type="checkbox"/> up to 15,000	<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

Academic Use

Usage

☐ Publishing (book and e-book)

☐ Publishing (scholarly journal & e-journal)

Territory Worldwide/All Languages

Print Run

<input type="checkbox"/> up to 1,000	<input type="checkbox"/> up to 2,500	<input type="checkbox"/> up to 5,000	<input type="checkbox"/> up to 10,000
<input type="checkbox"/> up to 15,000	<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	

Products Use

Usage Calendars, Greetings Cards, Postcards, Notelets, etc

Territory Worldwide/All Languages

Print Run

<input type="checkbox"/> up to 500	<input type="checkbox"/> up to 1,000	<input type="checkbox"/> up to 2,000
<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 1,000,000

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, Worldwide/All Languages

Transmissions Unlimited

Duration

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