

**Collection Image Request**

**Reproduction**

This form must be completed where an application is made to reproduce any image that belongs to The Royal College of Surgeons of Edinburgh.

We have a charging structure for commercial use of our images. This structure is based on intended use and whether existing digitisation is available. A quotation will be provided if permission is granted. As an independent museum, we use the income from image licensing to further the digitisation of the collections.

If permission is granted images will be provided using the Royal College of Surgeons of Edinburgh’s sharing network. Please note that no other sharing platforms such as WeTransfer are possible. We aim to respond to your photography request within 5 working days.

**Terms and Conditions:**

* Individuals are reminded that images are to be used only in the format agreed. Any edits made to supplied images must approved by the museum prior to their publication.
* Any supplied images must **not** be shared on any social media platform without additional permission.
* We do our best to supply requested images - however this may not always be possible, due to copyright, sensitivity, or collection care restrictions.
* We owe a great deal to those whose bodies are used to further our knowledge of human anatomy and disease and as such we expect images of human remains to be treated with the same respect. Consequently, we reserve the right to deny image requests where necessary.
* We ask that outcomes such as publications, broadcasts or productions are shared with the museum to record collection use and potentially improve the information we hold about the collections.
* By signing the form below, you are confirming your agreement to abide by the above terms and conditions.

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| Signed: |  | Date: |  |

**Image Request From**

Reproduction

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| --- | --- |
| Individual Name |  |
| Name of Organisation |  |
| Date Required |  |
| Use of image:  e.g., Broadcast, Publication, Lecture |  |
| Please give us much detail on the nature of the publication, broadcast, or lecture as possible.  *Print run, type of publication, programme name, production company, topic, research area, broadcast date, audience size etc.* |  |
| Description of requested images  (Please include object number where possible) |  |
| Digital file request: What Quality? |  |
| All images must be credited: | Surgeons’ Hall Museums, The Royal College of Surgeons of Edinburgh |
| Preferred contact method:  Email address, telephone, address |  |
| Note: The charges for image supply and copyright fees may be waived or reduced for non-commercial educational purposes. To enquire, please contact the museum. | |

This form should be returned by email to:

Surgeons’ Hall Museums, The Royal College of Surgeons of Edinburgh

[museum@rcsed.ac.uk](mailto:museum@rcsed.ac.uk)