



ROYSTON  
CAVE

Image Service 2021

Our Image Service aims to provide easier access to our photography collection for research, personal and commercial use.

Our Image Policy ensures a consistent response to image licensing requests. It covers enquiries and requests for images of all areas of Royston Cave including, without limitation; its structure, carvings, events and modern installations.

Our policies and fees apply to all external commercial and non-commercial customers. All requests must respect and comply with its terms and conditions.

Royston Cave reserves the right to amend our fees and Image Policy at any time and without prior warning.

For more information, email [info@roystoncave.co.uk](mailto:info@roystoncave.co.uk).

Updated: February 2021

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## Image Fees

The prices listed are per image per use.  
Charges vary according to use.

An additional £5 fee is added to international orders  
to cover bank charges.

An invoice will be sent once you have completed  
and returned our Image Request Form.

If we do not already have photographs of the  
specific area you require, we can commission  
new photography.

Commissioned photography will incur an additional  
charge of £50 per image.

Please email [info@roystoncave.co.uk](mailto:info@roystoncave.co.uk) to book this  
service.

## Personal

£20

For personal use. Not for commercial use or public  
display.

## Student

£5

For reproduction in a dissertation or thesis submitted  
by a student attending a recognised or listed  
educational establishment or organisation.

A digital version of the dissertation or thesis may be  
stored online on the understanding that it incurs no  
financial cost to the end user.

## Education

£10

For use in a classroom, school, college or university  
for teaching purposes. For use in a presentation or  
lecture.

## Online

**£50**

For use on a website, social media, app or blog.  
Licence valid for a single use.

## Academic Newsletters, Magazines & Journals

**£40**

For print and/or digital. Regional, national and international. Licence valid for a single edition.

## Commercial Newsletters, Magazines and Journals

**£50 (inside) or £80 (cover)**

For print and/or digital. Regional, national and international. Licence valid for a single edition.

## Books

**£100** up to 1,500 print run (inside)

**£175** up to 1,500 print run (cover)

**£125** up to 5,000 print run (inside)

**£225** up to 5,000 print run (cover)

**£175** over 5,000 print run (inside)

**£275** over 5,000 print run (cover)

For print and/or digital (e-Book), including for use in on-line academic databases. Academic, trade or self-published book. Licence valid for a single edition.

## Media and TV

**£400**

License valid for a single show.





North Western Panel



## 1. What we offer

1.1 We charge a fee for the provision and use of digital images for all requests.

1.2 Charges, image resolution and duration of licences vary according to use.

1.3 In all instances where images are provided, an acknowledgement to Royston Cave must be included (see section 3.6).

1.4 Images supplied for personal or educational use will be low resolution, up to and including 768 pixels along the longest side of the image (72 dpi). Images supplied for other uses will be high resolution, up to and including 6016 pixels along the longest side of the image (300dpi).

## 2. Fees

2.1 Our image fees are available to view at the front of this document or on request by emailing [info@roystoncave.co.uk](mailto:info@roystoncave.co.uk).

2.2 We do not charge a fee for processing requests but we do charge a fee for providing a digital image and for reproduction rights.

2.3 Prices are always given in UK Pounds Sterling (GBP) and all invoices must be paid in UK Pounds Sterling (GBP).

2.4 All prices are inclusive of VAT.

2.5 We require pre-payment for all images and licensing purchases.

2.6 Any additional photography that is commissioned as a result of an image enquiry will be charged to the customer.

2.7 We reserve the right to reduce or waive fees at our discretion.

2.8 An additional £5 fee is added to international orders to cover bank charges.

### 3. Terms of Image Use

- 3.1 Images are licensed for a pre-specified 'one time' use only.
- 3.2 Licenses and images may not be reproduced or passed on for third party use.
- 3.3 Royston Cave retains copyright for all licensed images.
- 3.4 Provision and use of images is covered by a Licensing Agreement, regardless of use, which must be completed and returned, along with any payment, prior to images being supplied or used.
- 3.5 A new application must be made for all reprints, further editions, or other uses of images previously supplied for a specific purpose. Additional charges apply.
- 3.6 All publication of images supplied must be credited as: © Royston Cave.
- 3.7 Images may be cropped and subject to minor colour correction, if required, but
- 3.8 images must not be changed, adapted, manipulated or removed from context in any way without prior written permission from Royston Cave.

- 3.9 Images must not be superimposed with type or other material or defaced in any way without prior written permission from Royston Cave.
- 3.10 Images should not be used to defame, libel or slander any person or organisation.
- 3.11 Royston Cave reserves the right to require a complimentary copy of any publication in which images it has supplied will feature.
- 3.12 The customer agrees that Royston Cave will bear no responsibility or liability of any kind concerning image use by the customer.
- 3.13 No images supplied for publication should be stored as part of a digital archive.
- 3.14 Digital images should be deleted from a customer's systems after they have been used for the purpose stated in the Licensing Agreement.
- 3.15 Any image use in breach of the Licensing Agreement and/or the terms and conditions of this Image Policy must be remedied within 30 days of receipt of written notice by Royston Cave.



## 4. Bespoke Photography

4.1 When we receive an image enquiry and there are no existing images of suitable quality available, we can commission professional photography on behalf of customers or in response to a commercial request.

Additional charges apply.

4.2 The copyright of commissioned photography will be held by Royston Cave and not the customer.

4.3 Charges and terms and conditions for the provision, use and licensing of commissioned photography remains the same.



## 5. Images Taken by Staff and Volunteers

5.1 Staff and volunteers may take photographs of Royston Cave in order to respond to enquiries but any images taken in this capacity will be the copyright of Royston Cave.

5.2 If any images taken by staff are provided to external customers in response to an enquiry, they must be accompanied by the following statement: 'Images are for reference purposes only, to support private research or study, and should not be published, used or distributed for any commercial purpose, or distributed or licensed to a third party.'

5.3 Images sent by staff and volunteers should be reduced to less than 1MB in size and saved as a JPEG at 150dpi.

## 6. Media Requests and Filming

6.1 All media and filming requests will be assessed individually. We reserve the right to refuse requests.

6.2 Film and media requests are subject to the terms of an additional filming contract which will be created on an individual basis.

6.3 We will identify and highlight any special conditions such as lighting and handling stipulations.

6.4 We will raise any concerns regarding access and filming on-site with regards to the safety, security and integrity of the the historic fabric of Royston Cave.

[roystoncave.co.uk](http://roystoncave.co.uk)

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