SPECIAL COLLECTIONS & ARCHIVES

LICENSING REQUEST FORM

- The charges listed below refer to one-off, non-exclusive reproductions only and are for single images/prints. All prices include VAT.
- Charges are for print runs up to 10,000 copies – for larger runs, please contact us.
- These charges are additional to the cost of reprographic orders.
- Payment must be in sterling with cheques payable to ‘The University of Liverpool’. Please contact us if you wish to pay by credit or debit card.
- Discounts may be arranged of up to 50% for non-profit organisations and 50% for print runs less than 2,000. Multiple use may be subject to a negotiated discount.
- The University of Liverpool Special Collections & Archives (SC&A) reserves the right to charge on a discretionary basis for requests which fall outside these parameters. Rates are subject to periodic revision. Special rates apply for University of Liverpool staff and students.

PRICE LIST

<table>
<thead>
<tr>
<th></th>
<th>Single language/country (UK, EU, North America)</th>
<th>World rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOK</td>
<td>£50</td>
<td>£100 one language</td>
</tr>
<tr>
<td></td>
<td></td>
<td>£150 all languages</td>
</tr>
<tr>
<td>JOURNALS/NEWSPAPERS</td>
<td>£30 regional; £60 national</td>
<td>£150</td>
</tr>
<tr>
<td></td>
<td>£50/£75 for full page</td>
<td>£250 for full page</td>
</tr>
<tr>
<td>CD/DVD/E-Book</td>
<td>£120</td>
<td>£150</td>
</tr>
<tr>
<td>FILM/ TV PROGRAMME</td>
<td>£150 first use &amp; one repeat; £250 unlimited for 5 years</td>
<td>£300</td>
</tr>
<tr>
<td>WEBSITE</td>
<td></td>
<td>£75 for one year; £150 in perpetuity</td>
</tr>
<tr>
<td>Display fee for Museums and Galleries</td>
<td>£150</td>
<td></td>
</tr>
</tbody>
</table>

To proceed, please complete SECTION A, B & C and return this form to SC&A staff.

SECTION A: EDITORIAL USE

PRINTED (books/journals/newsletters/magazines)
Author: __________________________________ Title: ___________________________________________
Publisher: _______________________________ Date of publication: ___________________________
Print run: ______________________________ Proposed price: ________________________________
Other use: Please specify (e.g. book cover, inside of book, poster etc.): ____________________

ELECTRONIC (websites/E-books/CDs/DVDs)
Web address for websites: ________________________________________________________________
Author/Title or e-books/DVDs: ____________________________________________________________
Access arrangements (e.g. subscription only): ______________________________________________
Expected duration: ____________________________________________________________

Sydney Jones Library, The University of Liverpool, PO Box 123, Liverpool L69 3DA
Tel: (+44) 0151 794 2696, fax: (+44) 0151 794 2681; email: scastaff@liverpool.ac.uk

Revised August 2019, PAGE 1 of 3
SECTION B: DETAILS OF SC&A MATERIAL TO BE REPRODUCED

Reference number(s) and/or Class marks:

Folio/page reference:

Title or descriptions:

SECTION C: DECLARATION

Please note: anyone wishing to publish material in copyright is responsible for ascertaining the ownership of the copyright, and for obtaining permission of the copyright owner.

Copies of material which itself is not in copyright are supplied for the purpose of publication provided that (i) the declaration obliging the applicant to acknowledge the source of the material is signed and (ii) the appropriate reproduction fee is paid.

I have read the notes relating to copyright above and also agree to abide by the following conditions. I understand that permission to publish may be withdrawn at any time if any part of these conditions is infringed.

1. Published material should be acknowledged as “By courtesy of The University of Liverpool Library” and the reference numbers should be quoted.

2. Material will not be used for any purpose other than that specified above, and in no circumstances should be passed to a third party.

3. The appropriate reproduction fee must be paid before publication or broadcast.

Revised August 2019, PAGE 2 of 3
4. A complimentary copy of the publication, broadcast or exhibition catalogue will be supplied to The University of Liverpool Library as soon as possible.

Signed: ____________________________ Date: ____________________________

NAME (please print): ____________________________

ADDRESS: ______________________________________

____________________________________

TELEPHONE NUMBER: ____________________________

EMAIL ADDRESS: ______________________________________

Data Protection: We will use the information in this form to process your request to re-use or publish material from Special Collections and Archives. The form and information within it will be retained for six years in line with current legislation and professional standards. Your information is held securely and is only accessible by members of University of Liverpool staff.

<table>
<thead>
<tr>
<th>DEPARTMENTAL USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERMISSION PROVIDED:</td>
</tr>
<tr>
<td>SIGNATURE:</td>
</tr>
<tr>
<td>FEE TOTAL:</td>
</tr>
<tr>
<td>DATE PAID:</td>
</tr>
<tr>
<td>ORDER COMPLETED BY:</td>
</tr>
</tbody>
</table>