

Arts Council Collection, Southbank Centre Terms and Conditions for Reproduction and Image Supply

1. Images of paintings and sculptures must not be masked out, cut down or defaced. Applications for details, bleeds and superimposed type must be accompanied by a layout sketch or mock-up.
2. We cannot supply transparencies to companies or individuals operating a photograph hire/sales service.
3. It is strictly prohibited to reproduce from 35mm slides or from any reproductions or copies of the works of art in the Arts Council Collection.
4. Under no circumstances must duplicates of transparencies be made. Images must not be stored either electronically or by any other means.
5. On the publishing date a complete copy of each publication must be forwarded to the Arts Council Collection for its archive.
6. All rights and permissions given are non-exclusive. Unless otherwise stated in a drawn-up contract this regulation must be maintained.
7. Images are lent to clients for the request specified and are invoiced accordingly. The image/s must then be used for that particular transaction only. If a further use is required a written application must be sent to the Arts Council Collection.
8. A client who has hired a transparency is not allowed to then lend the transparency to a third party without the consent of the Arts Council Collection.
9. All reproductions must have the Arts Council Collection credit line along with the artist's name and title of the work.
10. There is an excess charge of £10.00 per month for overdue images.
11. The Arts Council Collection will inform the client whom to contact when seeking copyright permission. It is the responsibility of the client to seek permission and pay a fee to the copyright holder if requested.
12. The charge for a transparency which is damaged or lost is £60.00. If this occurs, the client must inform the Arts Council Collection immediately.

Jill Constantine
Director, Arts Council Collection

Signed by the applicant _____

Organisation _____

Please return to:

Grace Beaumont, Acquisitions Coordinator, Arts Council Collection
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