**Image request guidelines for publications**

The procedure below outlines all the information required for image requests. Please email [jane@zhfoundation.com](mailto:jane@zhfoundation.com), copying in [serena@zhfoundation.com](mailto:serena@zhfoundation.com) and [catherine@zhfoundation.com,](mailto:catherine@zhfoundation.com) with the completed form provided below.

**All images can only be used under the following terms and conditions:**

Please supply as much information as you can and, if possible, a reproduction of the image sourced elsewhere, so that we can identify it. ZHF owns the rights to the works in our collection, which includes drawings, paintings and models.

In the case of copyright belonging to other photographers, you would need to request their permission for a publication. We can supply low-res images for publication layouts prior to approval, and will require proof of permission, i.e., an email exchange, in order to release the high-res image for you.

Where the image is requested for research purposes (academic publication), we normally supply it free of charge. A charge is likely to be applied for commercial use. We will provide a suitable caption and copyright information to accompany the image. If the work is not already photographed, you will be required to cover the cost of the photography required. Please note that new photography will require additional time.

**Please use the form below to provide information required for our records and approval:**

**Image Request Form**

|  |  |
| --- | --- |
| **Your name** |  |
| **Email** |  |

**For the following section, you can also provide us with a folder of image references that you require.**

|  |  |
| --- | --- |
| **Image request title(s)** | **Image reference(s), if possible** |
|  |  |

**Publication details:**

|  |  |
| --- | --- |
| **Title/author of publication** |  |
| **ISBN/ISSN** |  |
| **Month/year of publication** |  |
| **Number of expected print run** |  |
| **Places of distribution (world-wide/US/UK etc)** |  |
| **Print/digital format** |  |
| **Resolution required** |  |
| **Date required** |  |

**We request the following if, and once, we grant permission for you to use any images:**

* That the images are not cropped, overprinted or subject to manipulation without the prior approval of ZHF or the copyright owner (photographer)
* That the images are only reproduced using the correct caption, credit line, the copyright holder and the photo credit, as provided by ZHF and the photographer
* That the images are only reproduced in the specific publication, as specified when lodging the image request
* That any reproductions that accompany a publication are not used for marketing or advertising purposes
* If a considerable number of images are requested, we may need to see the final layout prior to publication for approval~~.~~

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation/group that you represent** |  |
| **Signature** |  |
| **Date** |  |