**Image request guidelines for research**

Please carefully read the procedure outlined below with all the information required for image requests related to research purposes. Please email comms@zhfoundation.com with the requested image(s), an explanation of the research and whether you will be using it to secure a publication.

Please note, the Foundation requires at least two weeks' notice to process image requests, although larger requests may take longer.

**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. We can give you the contact details for each relevant photographer, and will require proof of permission i.e., an email exchange in order to release the high-rest image for you.

Where the image is requested for academic publication, we normally supply it free of charge. We will provide a suitable caption and copyright information to accompany the image. If the work is not already photographed, we would have to pass on the cost of the photography required.

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

* That the images are solely used for research purposes, and not for publication until permission is granted
* That the images are not cropped, overprinted or subject to manipulation without the prior approval of ZHF or the copyright owner (photographer)

**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** |
|  |  |

**If you eventually secure a publication with your proposal, we will require the following information for our records and approval:**

* 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
* Please supply one copy free of charge for our library (Zaha Hadid Foundation, 10 Bowling Green Lane, London EC1 R0BQ
* Date required

**If ZHF or the requested image’s copyright owner grants permission for use in a publication, we will request the following requirements:**

* 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 supplied
* That any reproductions that accompany a publication are not used for marketing or advertising purposes
* If a considerable number of images is requested, we may need to see the final layout prior to publication for approval.

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