**Image request guidelines for films and media**

The procedure below outlines all the information required for image requests. Please email comms@zhfoundation.com with the completed form provided below.

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 use. We can supply low-res images for layouts etc 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 educational or research purposes, 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, and which must be used. 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)** | **Caption(s)** | **Image reference(s), if possible** |
|  |  |  |

**Publication/Exhibition details:**

|  |  |
| --- | --- |
| **Film/production title** |  |
| **Release date** |  |
| **Duration of release** |  |
| **Place(s) of distribution, including details of online release** |  |
| **Film 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 film, as specified when lodging the image request
* That any reproductions that accompany the film are not used for marketing or advertising purposes, unless subject to prior approval
* If a considerable number of images are requested, we may need to see the final layout or edit prior to release for approval

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