

Publication Guide

Introduction

Northumberland Archives is responsible for the care and preservation of archive and Local Studies collections. Together these collections encompass a wide variety of media covering a vast array of subjects. The purpose of this guide is to inform customers of the processes and procedures in place for the reproduction of images for publication or other uses in the public domain. Publication may take a variety of formats, for instance:

- Print
- Media
- Web
- Exhibition/display
- Social networking sites

The majority of the collections in our care are not owned by us. Because of this, the granting of permission generally rests with our depositors –the individuals or organisations that own the records. Northumberland Archives does hold copyright and ownership of several collections and in these circumstances we are able to undertake the granting of permission for publication. Archives staff will be happy to advise you about ownership of collections.

Your Initial Request

You can make your initial request either in person in our searchrooms at Berwick-upon-Tweed and Woodhorn or in writing via post or email. In each instance we will ask you to complete a copy of our **Publication Request Form**. At this stage you will need to advise us of the images you are interested in reproducing, the purpose of the request, and an indication of the timeframe you are working to. The Publication Request Form can be completed at the point of ordering an image or after an image request has been processed. Please note a royalty fee will be levied per image depending on the type of use. Details of our royalty charges are published on our website and a copy of the charges sheet is available to view in our searchrooms.

Establishing Your Image Requirements

The Publication Request Form allows you to provide us with the information we require from you to begin the permissions process. If you have not previously been provided with a copy of the image that you wish to use, the form should also be used to provide us with information to produce the image. These details include:

- The document reference. If you are at all unsure what to write in this column, our staff can advise you. If the reference is incomplete or incorrect we will not be able to process your request.
- Images can be supplied any size up to A0 in full colour only.
- For digital images please specify:
 - o Preferred image format: TIFF, JPEG.
 - o Desired resolution of image.

- Image[s] are supplied as digital and delivered via email. If you require paper prints, or images written to CD then please advise us on the permission form under Other Information.
- The cost of each image.

Images can be sent to you on the receipt of this completed form along with payment or secured invoice information, but remain subject to obtaining permission before being reproduced. Our staff can advise you of the timeframe needed for processing your request. We can accept payment by credit/debit card. Please ask staff for further details.

Outline of Procedure and Timeframe

Once we have established your requirements we will then undertake to contact the relevant depositor[s] on your behalf. Please note that it is not appropriate for anyone other than Northumberland Archives staff to contact the depositor[s]. We will advise the depositor[s] of the request you are making, the purpose of it, the items you wish to reproduce, and the timeframe you are working to. We will at this time contact you to advise that the permission process has been initiated.

Please be advised that depositors vary, from individual owners to committees of organizations who only meet occasionally. Receiving permission from the depositors can take a number of weeks. If your request is urgent it may in some cases be possible to obtain permission for images in a short timeframe but you will be charged a fee of £50 for this express service.

We will contact you again once we have received a reply from the depositor. If permission is granted you are then free to reproduce the image[s], solely for the purpose set out in your request. At this point, you will need to pay the appropriate royalty fee, if one applies. Please refer to our guidance on royalty charges. We will also request that you acknowledge Northumberland Archives in any publication.

November 2010 - Reviewed Jan. 2019

Northumberland Archives is committed to providing a quality service to all its users and therefore this information is also available in Large Print and via the Internet. The Internet address is

www.northumberlandarchives.com

General Data Protection Regulations 2018: The personal details recorded on this form will be retained by Northumberland Archives solely in connection with your request to publish content from collections in our care and will not be disclosed to a third party without the consent of the individuals concerned. Our full Privacy Notice is available at northumberlandarchives.com

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