

# THE GLASGOW SCHOOL OF ART

## Archives and Collections: Guide to Reprographic Services

### Requesting images

Low-resolution images of many items can be downloaded, free of charge, from the Archives and Collections online catalogue: [www.gsa.ac.uk/archives](http://www.gsa.ac.uk/archives). We can also provide high-resolution digital images of items held in our collections subject to the regulations and charges below.

Please note, orders are accepted at the discretion of Archives and Collections staff. We cannot provide images if the imaging process will cause harm to the original materials. The quality of copies will vary according to the age and condition of the items involved. However, every effort will be made to obtain the best quality copy possible whilst ensuring the safety and integrity of the original.

To order images, researchers must complete and sign a [Reprographic Request and Copyright Declaration form](#). Once ordered, all images must be paid for.

### Current charges per image for supply of high-resolution digital images:

	GSA Staff and Students	External Researchers
Scans of original 2D material up to A3 in size	First 3 scans free of charge £3.00 per scan thereafter	£10.00 per scan
A3 and larger sizes, plus all 3D material	Price on application	Price on application

All prices are inclusive of VAT. VAT is deducted from the total if the copies are ordered from outside the EU.

An additional charge for postage and packing may be added for bulk orders or special deliveries. Researchers will be advised of these costs at the time of order.

### Digital Photography

Digital photographs of items in Archives and Collections may be taken by visitors free of charge **with prior permission** from a member of Archives and Collections. All photographs taken by visitors are under the terms of copyright outlined in this document.

### Copyright and Reproduction of Images

The above charges are for supplying copies of material for education, research and design use only and are supplied within the terms of the Copyright (Libraries and Archivists) (Copying of Copyright Material) Regulations 1989.

Permission to use copies for purposes such as in publications, webpages, exhibitions, or broadcasts should be sought in writing from the Archives and Collections by completing either a [Reproduction](#)

[Request form – Publication Only](#) or a [Reproduction Request form – Broadcast, Website or Other](#).

Please note that material subject to copyright law may not be published without the additional permission of the copyright owner who may or may not be Glasgow School of Art. Although guidance on tracing copyright holders may be available from Archives and Collections staff, the responsibility for clearing permissions rests with the person or organisation using the image.

#### **Licence fee per image for use in publication / multi-media / broadcast etc.:**

GSA students and staff do not have to pay a licence fee for use of Archives and Collections images. However, we still ask you to contact us if you wish to use our images so that we can keep a record of how the images are being used, and so that we can advise on copyright and image credits.

Charges for external users are as follows.

<b>Proposed Use</b>	<b>Licensing Fee</b>		
<b>Publications</b>	<b>1 to 3,000 copies</b>	<b>3,000 to 6,000 copies</b>	<b>6000 to 10,000 copies</b>
<ul style="list-style-type: none"><li>• Up to ½ page</li><li>• Full page</li></ul>	£17.50 £25	£35 £50	£70 £100
<b>CD/DVD/Multi-media</b>	£25	£50	£100

<b>Proposed Use</b>	<b>Licensing Fee</b>	
<b>Exhibitions</b>	<b>No entry fee</b>	<b>Paid Entry</b>
	Free	£70

<b>Proposed Use</b>	<b>Licensing Fee</b>
<b>Broadcasting &amp; Electronic/Web Use</b>	£150

All additional requests are reviewed on an individual basis.

#### **Payment**

Web payments by credit card can be made for orders of any value. Invoices can be drawn up for orders over £25.00, if preferred. Once payment is received, images will be sent digitally via file transfer.

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