

ASHMOLEAN

PICTURE LIBRARY: IMAGE SUPPLY FEES

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The Ashmolean Museum's Picture Library undertakes photography of works from the Museum's collections and supplies images in accordance with the following scale of charges and subject to our "Terms and Conditions of Use".

Ordering

Orders should specify clearly the format required and give the fullest description for the identification of objects or pictures, including Department (e.g., Western Art, Antiquities, Eastern Art, Heberden Coin Room, or Cast Gallery), and catalogue or accession number. Please complete our "Photographic Request Form".

Invoicing

On receipt of your order, a proforma invoice will be issued. Please quote this invoice number at all times and in all correspondence. **Failure to do so may result in considerable delay. Images are dispatched with 28 days of payment receipt.**

PLEASE NOTE: NO WORK WILL BE UNDERTAKEN UNTIL PAYMENT HAS BEEN RECEIVED.

Ownership of Photographic Images

Where a photographic image does not already exist, one will be prepared and charged for. Under no circumstances can negatives or transparencies be supplied, and in all cases, negatives, transparencies, and digital images and the copyright therein remain the property of the Ashmolean Museum.

PHOTOGRAPHIC SERVICE CHARGES (Prices excluding VAT)

Digital Image – Colour OR Black & White

High-Resolution Digital Image (Basic Hire Fee of 3 months) £ 35.00

Photo Quality Inkjet Prints – Colour OR Black & White

Up to 297 x 210 mm (A4) £ 15.00

Up to 420 x 297 mm (A3) £ 25.00

Scanning Charge

Please note this is a mandatory charge for digitising existing transparencies or negatives for the production of A4 or A3 prints.

£8.00

New Photography (if required – additional to the above costs)

New Photography of Artefacts (3D, including paintings) £ 50.00

New Photography from Flat Copy (Drawings, Prints, etc.) £ 25.00

New Photography of Coins and Medals £ 25.00 per side

Handling Charges

Please note that additional charges (minimum £25.00) may be made for subjects needing special treatment, handling or photography in situ in the galleries.

Postage and Packing

United Kingdom	First Class	£ 4.00
	Special Delivery (Next Day)	£ 6.00
European Union	Airmail (Airsure)	£ 7.00
	Airmail (Airsure)	£ 9.00