



Filming & Photography Policy

Outline

1. Souvenir photography by members of the public
2. Photography for research
3. Filming or Photography for broadcast or publication – images taken by the user
4. Reproducing images for publication or broadcast – images from the archives
5. Commissioning new photography
6. Ordering archived images as prints, slides and digital copies
7. Contacts

Organising filming or photography

All filming and photography should be arranged in advance with individual collections. Please see the contacts list below.

1. Souvenir photography by members of the public

With permission from museum staff, members of the public may take photographs in the museums for non-commercial purposes. Use of flash is to be avoided where possible. There is no charge for this kind of photography.

2. Photography for research

Photography of the collections for academic research is welcomed, but must be organised in advance. If you need to photograph objects in storage or removed from display you will need to contact us in advance of your visit. If you wish to publish images of the collections please refer to part 3, "Photography for publication".

To allow us to track use, a "**Research and Educational Photography Form**" must be completed – available from staff.

3. Filming or Photography for broadcast or publication – images taken by the user

If you wish to publish, reproduce or broadcast a photograph or footage of any object or museum location, you must first obtain written permission. Rights in perpetuity are not normally granted.

All user-taken photographs or footage must be credited as follows: *With thanks to (name of the museum), UCL Culture*. Other credits may be applicable, particularly in the case of UCL Art Collections.

Photography or filming for any commercial purposes will incur a charge. The UCL basic rate for such use is £300 per hour + VAT. Please refer to the “**UCL Museums Filming Contract**”.

There is not normally a charge for publishing images in scholarly journals or books, or for publications promoting the museums and collections. Please check with individual Museums. To allow UCL Culture museums to track collections use, a “**Research and Educational Photography Form**” must be completed.

Copies of publications or productions featuring UCL Culture museums and collections must be supplied to the Museum featured. The decision to charge for photography for use in artistic exhibitions is made on a case by case basis.

4. Reproducing images for publication or broadcast – images from the archives

If you wish to publish, reproduce or broadcast a photograph of any object or Museum location, you must first obtain written permission.

All UCL-owned photographs or footage must be credited as follows: © *UCL Culture, (name of the museum)*. Other credits may be applicable, particularly in the case of UCL Art Collections.

Reproduction fees are normally charged on all uses of images, except in non-commercial scholarly journals and books or for publications promoting the museums and collections. General guidance on charges is given below. All fees are subject to VAT.

4.1. Reproduction fees

Single Country Rights	
Black & White (inside)	£40.00
Black & White (cover)	£70.00
Colour (inside)	£70.00
Colour (cover)	£175.00
World Rights (single language)	
Black & White (inside)	£45.00
Black & White (cover)	£75.00
Colour (inside)	£75.00
Colour (cover)	£200.00
World Rights (all languages)	
Black & White (inside)	£50.00
Black & White (cover)	£90.00
Colour (inside)	£90.00
Colour (cover)	£225.00

4.2 TV flash fees (per image up to 6 seconds)

Single Country Rights	
Educational	£200.00
Commercial	£400.00
World Rights	
Educational	£375.00
Commercial	£550.00

Rates for use of images on the Internet, CD ROM, DVD, VHS and Games available on application.

Copies of publications or productions featuring UCL Culture museums and collections must be sent to the Museum featured

Rights in perpetuity are not normally granted.

Please request an “**Image reproduction form**” from the relevant Museum or Collection (contact details below).

5. Commissioning new photography

However, you may require an object to be photographed from a specific angle or in more detail. This can be requested, but costs will be solicited. This is in addition to any costs incurred for publication or other orders. Please contact each individual museum and collection for particular prices.

6. Ordering archived images as prints, slides and digital copies

Requests to order photographs, slides and high resolution digital images, **not for publication**, in the UCL Culture museums and collections are also welcome. These are available digitally burned to CD, as prints or as slides. Please contact each individual museum for prices.

7. Contact details for UCL Culture Museums and Collections

Petrie Museum of Egyptian Archaeology	Tel: 0207 679 2882 Email: petrie.museum@ucl.ac.uk
Art Museum	Tel: 0207 679 2540 Email: college.art@ucl.ac.uk
Grant Museum of Zoology	Tel: 020 3108 2052 Email: zoology.museum@ucl.ac.uk
Pathology Collections	Tel: 020 3108 8089 Email: pathcoll@ucl.ac.uk
auto-icon of Jeremy Bentham	Email: culture.collections@ucl.ac.uk
Science Collections: Galton, Physics, Electronic Electric Engineering, Physiology, Geomatic Engineering, Medical Physics	Email: culture.collections@ucl.ac.uk