

**Application for permission to use images:**  
Please complete **ALL** relevant sections



I hereby apply for permission to use the copyright photograph(s) and/or digital image(s) listed below in the following publication(s):

1.

**Applicant details**

**Invoice details (if different)**

Name:

Name:

Company name:

Company name:

Address:

Address:

Email address:

Email address:

**2. Details of publication(s)** *Please add any comments to section 5 below, if necessary.*

**2.1 Form of publication:** (Please tick all that apply):

Print publication     Electronic version of print publication     Electronic only     Other

Journal article

Book article

Monograph, incl. catalogues

Dissertation or thesis

CD-ROM/DVD

Film or television programme

Website

Book jacket/CD/DVD cover

Marketing (e.g. publisher catalogues)

Museum interpretation panels

Poster/greetings card

Other

**2.2 Bibliographic and other details**

Title of article, chapter, monograph, programme:

Title of parent item if appropriate (e.g. journal, monograph, series, website):

Author:

Editor/Producer (if appropriate)

## Application for permission to use images

Publisher or company:

Date of publication or screening:

Details of print run or circulation, internet address or duration of image on TV/film screen (in seconds, and if repeated)

Nature of publication (commercial/academic/not-for-profit etc.):

Any further publication information not listed above:

*Please continue in section 5 below, if necessary.*

---

### 3. Access and copyright for electronic publications

#### 3.1 Access

Access not limited (please give details; use section 5 below if more space is needed)

Access restricted (please select all that apply) by:

- Password
- IP address
- Fees charged
- Other (please specify)

**Users:** (Please select all that apply)

- Individual subscribers
- Members of licence-holding institution(s)
- Other (please specify; use section 5 below if more space is needed)

#### 3.2 Copyright for electronic publications

Please confirm how images will be protected from illegal downloads, and provide the full text of the copyright notices (*please use section 5 below if more space is needed*).

**4. Details of material to be reproduced:**

Image	Corpus shelfmark or manuscript number	Page or folio number	Description	Please specify how image will appear:	
				Colour	Black & White
1.					
2.					
3.					
4.					
5.					

*Please continue on a separate sheet if necessary, numbering each image*

**5. Please add here any notes, comments, and full copyright statements, as required, including the relevant section number, if applicable. Please also include all relevant information to apply for exemption from VAT charges:**

**6. Rights required (please choose one option and provide the necessary details):**

	<b>Rights required</b>	<b>Choice</b>	<b>Details (e.g. country/language)</b>
<b>A.</b>	One country; one language		
<b>B.</b>	One country; all languages		
<b>C.</b>	World rights; one language		
<b>D.</b>	World rights; all languages		

**Please note:**

- Fees are detailed in the accompanying *Fees and Conditions* document and apply per use of each image and are exclusive of VAT
- The EU is treated as one country.
- The option 'all languages' must be chosen if more than one language is required.
- Electronic or online use requires **world rights**, unless any geographical limitations are explained in **section 2.G** above.
- Licences granted for electronic or TV usage will cover a period of ten years from the date of the Corpus signature on the form.
- Please include all relevant information to apply for exemption from VAT charges in section 5 above.

**Conditions summary**

**I have read and accepted the terms and conditions detailed in the separate document: *Conditions and fees for use of images*. In addition to the fees listed there I note the following conditions:**

- All rights granted are non-exclusive.
- The material will be used solely as specified above.
- Permission is released only on payment of the invoice.
- Negatives and copyright remain the property of Corpus Christi College, Oxford.
- The publication will include an acknowledgement that the photograph is reproduced: *By permission of the President and Fellows of Corpus Christi College, Oxford*, and the Manuscript number, or book title and shelfmark, and folio/page number of the source will be quoted.
- A copy of the publication will be presented to the College Library.

**Name: (please print):**.....

**Signature:**.....

**Date:**.....

**Corpus Christi College use only**

**Permission is hereby granted for the above use. Permission is released on payment of the invoice.**

**Signed on behalf of Corpus Christi College by:**

**Name and position:** .....

**Signature:** .....

**Date:**.....

**Please return the signed and completed form to Joanna Snelling Librarian**