# Request to publish or disseminate EES materials

**Your details**

Name/Company: .

Address: .

.

Telephone: .Email: .

|  |  |
| --- | --- |
| **I declare that (please tick):** | |
|  | The EES is the copyright holder of the material listed below |
|  | I have researched the copyright in the material listed below and know them to be out of copyright |
|  | I have researched the copyright in the material listed below and know them to be in copyright and I have permission\* from the copyright holder to publish these copies |
|  | I have researched the copyright in the material listed below and know them to be in copyright but have been unable to trace the copyright holder |
| **For photographs featuring identifiable living individuals:** | |
|  | I have permission\* from the identifiable living individual featured to publish these copies |
|  | I have researched the identifiable individual features but been unable to trace them (please contact the archivist) |

*\* Unless granted by the EES, you must supply the Society with written and signed permission from the copyright holder/individual*

**Permission is requested to publish or disseminate the following items:**

|  |  |  |
| --- | --- | --- |
| **Item reference** | **Description** | **Notes** |
|  |  |  |

*Please continue on a separate sheet if necessary*

Please consult with our Collections Manager for details of charges relating to publication of EES material. Permission will normally be granted **free** to not-for-profit enterprises and scholarly publications.

**Publication details**

I wish to publish or disseminate the material listed overleaf in the following:

Title of publication/programme/exhibition/website: .

Author/producer: .

Publisher/broadcaster/institution: .

Print-run/geographic distribution: .

Price of publication/entry: .

Intended audience: .

Language(s): .

**Terms and conditions**

|  |
| --- |
| 1. You will not disseminate material from The Egypt Exploration Society archive without the explicit permission of the Society. 2. Permission to publish and the fee payable only cover the specific occasion detailed on this application form. The rights granted are non-exclusive. You must complete a new application and pay a further fee for all reprints, further editions, or use of material other than for the purpose for which permission is granted. 3. Copyright in all copies sent to you remains the property of the Society 4. Material in the Society’s archive is covered by UK copyright law. Ownership of copyright is not the same as physical ownership. Copies for publication can only be supplied if you have obtained written consent from the copyright holder. The Society will usually charge a reproduction fee for any material in its collections, regardless of whether the Society owns the copyright. 5. In accordance with the Data Protection Act copies of photographs containing identifiable living individuals can only be supplied for publication if you have obtained written consent from the subject. It is your responsibility to locate and contact the subject. 6. All material provided by the EES must be credited as **Courtesy of The Egypt Exploration Society**, in the case of [the Oxyrhynchus Papyri Collection](https://oxyrhynchus.web.ox.ac.uk/) this must state **Courtesy of The Egypt Exploration Society and the Faculty of Classics, University of Oxford**. 7. The EES may reject a request where the output does not align with the Society’s values. 8. The Society requests a copy of any output be shared with it following production. An electronic copy that can be shared with members through the Society’s library and/on online catalogue will suffice. 9. A supply fee may be charged if the images requested are not digitised to a standard the Society is happy can be reproduced. 10. In the case of certain publications, the Society may waive reproduction fees. In these cases, the above terms and conditions are still applicable. |
| **Additional terms and conditions for multimedia publications**   1. You shall ensure that the product displaying the requested material carries a strongly worded copyright notice. It must acknowledge the copyright of The Egypt Exploration Society and state in all relevant languages that the contents are protected by UK copyright law. 2. You shall be responsible for ensuring that any third-party distributor or producer of the product shall be bound by these terms and conditions. 3. On publication, all digital copies of the image, except those on the master copy to be used for further production runs, shall be destroyed. 4. The Society will usually issue rights for worldwide dissemination for up to 25 years. |

|  |  |
| --- | --- |
| **Signed:** | **Signed (EES):** |
| **Position:** | **Position:** |
| **Date:** | **Date:** |