

## Making imaging and permissions requests at Cambridge University Library

### A step-by-step guide to making requests using the online form

#### My Order: Images

#### Permission to use only – images/copies previously supplied by Cambridge University Library

Click on the **green** 'Next' button to start your request.

Please complete **all fields** marked with an **asterisk** ("\*").

- **Licence Ordering** - Cambridge University Library can only offer permission for the use of images produced by the Digital Content Unit.
- **Image order reference**: assuming that you are asking for permission to use copies supplied by the Library in the past, please supply the reference to your request for these copies. Usually the reference starts with a letter or letters followed by a number e.g. N9888 or DCU-111.
- **Image filename, image description or link to image on website**: please specify which of the supplied copies you would like to use in your project
- **Is this a renewal application?**: confirm if this request is for a new edition of a project where permission has been granted in the past.

**My Project Details** – information about the project where you would like to use the requested copies.

- **Title/name of project**: Enter the title of your work/book/thesis here (even if it is a work in progress). In the case of articles/chapter/essays published in edited volumes or journals, please enter as following "ARTICLE TITLE" inside "JOURNAL/BOOK TITLE"
- **Publisher or production company**: enter the name of the publisher or production company preparing the specific title
- **Licence period**: Check with your editor/publisher/production coordinator about the appropriate licence. Cambridge University Library only offers limited-time licences. When it comes to Open Access projects, the licence period will be the lifetime of the project.
- **Licence start month** and **Licence start year**: this would be the publication date or the date of the first broadcast

**Permissions Required** – Please supply details about the rights required for this specific project

- **Languages**: specify if you need rights for a project in one language or more; if you are not sure, your editor or project organiser should be able to advise
- **Territory**: specify if your project will be available only in one country or in the World

**Formats** - Please specify the **format** of your project:

#### Print

- **Author name**: fill in the name of the book or article author



- **Volume or issue:** if the title is a journal, enter the volume or issue in which the requested copy will appear
- **Print run:** fill in the number of copies the publisher plans to issue for the project; if the title is made available in both print and electronic format, the print-run should include both the number of printed copies and the projected electronic sales/subscriptions etc. Your editor/publisher should be able to advise on this.
- **Print placement:** let us know if the image is used inside or on the cover of this title
- **Maximum size:** specify if you plan to use the image at half or full page.

## Online/electronic

- **Maximum size** (if applicable): specify if you plan to use the image at half or full screen
- **Maximum resolution:** Library images should only be used in electronic publications at medium resolution (at maximum of 2000 pixels on the largest side) and preferably no more than will permit legible viewing. If your project requires a higher resolution, please let us know.
- **Maximum duration** (if used on a short animation or presentation): please let us know if you plan to show the requested copies for more than 30 seconds.
- **Will this project/publication be made available online as Open Access?:** if you are not sure, please check with your editor. If the project will be made available to all after a number of years, please give more details in the **Description** field below.

## Broadcast

- **Maximum duration:** please let us know if you plan to show the requested copies for more than 30 seconds.
- **Maximum resolution:** Library images should only be used in electronic publications at medium resolution (at maximum of 2000 pixels on the largest side) and preferably no more than will permit legible viewing. If your project requires a higher resolution, please let us know.
- **Media:** select from the available options - use across all media (no DVD or download-to-own) / use across all media (with DVD or download-to-own) / BBC PSR (5 years unlimited transmissions on BBC channels and iPlayer)

**Exhibition display** - Please give here details of how you plan to use the supplied image as part of this exhibition, e.g. as a decorative element, as part of the interpretation, to promote the exhibition, on display instead of the original, etc.

- **Placement:** as part of the exhibition, interpretation or promotion
- **Maximum size:** A5, A4 etc; if the display is digital please specify here
- **Will fees apply to enter the exhibition or exhibition venue?:** let us know if entrance to the exhibition space (a museum gallery, a public building, municipal site etc) is ticketed, and/or if there is a fee to enter the exhibition where the supplied copy will appear

**Other format (please give full details below)** – If none of the other formats seems appropriate for the project you are preparing, please let us know more details here



- **Description/Notes** - Please give a full description of your intended usage or any details not recorded above

Click on the **green** 'Next' button to continue to the next stage of your order

[My order: My Details](#)

Complete the relevant fields with your personal information and contact details to allow us to get in touch about your request. For more information about how we handle your personal information, please see: <http://www.lib.cam.ac.uk/privacy-policy>

Questions about whether you are a UK student, a member of the University of Cambridge, or an employee of Cambridge University Press are mainly for statistical purposes.

Click on the **green** 'Next' button to continue to the next stage of your order

[My order: Delivery, Payment, Terms and Conditions](#)

Complete all fields marked with an **asterisk** ("\*").

- **Payment method:** Please choose your preferred method of payment. If you would like your institution or employer to arrange for the payment, please let us know.
- **Are you ordering on behalf of an EU institution with a VAT number?** – Please choose 'yes' only if you are applying on behalf of an overseas institution which will arrange for the payment for this service.
- **Terms and Conditions:** Please read carefully the terms as shown [here](#) (opens in a new window) and let us know if there are any questions. You can show that you agree to the terms by clicking on the checkbox.

Click on the **green** 'Place Order' button to submit your order