



## RHS Botany Department - Herbarium IMAGE COLLECTION

In order for the RHS to make the best use of images donated to the herbarium, we need to know on what basis you are making this donation, and therefore require the following information, in writing, from you. We will then keep this information on record to ensure that RHS use of your images complies with your wishes and the images are correctly credited.

*Please read Notes on page 4 for help in completing this form.*

	IMAGE INFORMATION	PLEASE USE BLOCK CAPITALS
1.	Photographer's full name	
2.	Photographer's Contact details (name, address, telephone number, email address)  Photographer's biographical dates:	
3.	Donor's name and contact details (if applicable). The donor is the person who owns the physical images and is donating them if this is not the photographer.	
4.	Number of images: Include type or format of images ( e.g. 10 X 35mm colour slide ) Attach details on a separate sheet if necessary.	
5.	Subject/s of images  Attach details on a separate sheet if necessary.	
6.	Title of collection (if applicable)	
7.	Originals/copies: 1. Are these images originals or copies? 2. If copies, who holds the originals? 3. Does anyone else hold copies?  Attach details on a separate sheet if necessary	
8.	Copyright information  Who owns the copyright of the image/s? Please supply address if this is neither the photographer nor the donor.	
9.	Credit line ( <b>exact</b> _wording)	
10.	Basis on which donation is being made. (Delete as appropriate)	Bequest / Donation/ Purchase/ Long term loan

**USAGE/RIGHTS GRANTED**

<p><b>COPYRIGHT</b></p>	
<p><b>Copyright transfer to the RHS</b></p> <p>You may wish to assign full copyright of the image/s to the RHS. This will enable the RHS to make use of your image/s for any RHS purpose, in perpetuity. If so, please enter your name, date and signature.</p> <p><b>NOTE: You must be the copyright holder to grant these rights.</b></p>	<p>As current copyright holder of the images listed with this agreement, I agree to assign the copyright from .....</p> <p>..... to the <i>Royal Horticultural Society, London.</i></p> <p>Signature: .....Date: .....</p> <p><b>Note: If you assign copyright to the RHS, please be aware that, should you in the future wish to reproduce your image/s, you will then need obtain written consent from the RHS to do so.</b></p>

<p><b>REPRODUCTION RIGHTS</b></p>	<p><b>Please indicate which level of rights you wish to assign by signing your name in the appropriate box/es.</b></p>
<p><b>RHS External use</b> Any RHS use, including loan to external organisations and businesses, commercial use. Use by the RHS internally as listed below is included.</p>	<p>I agree to the <i>Royal Horticultural Society</i> making use of these images for any RHS use.</p> <p>Signature: .....Date: .....</p>
<p><b>RHS Internal use only</b> e.g. RHS Publications, RHS Marketing, RHS Shows etc. (Scientific and educational) e.g. registration, nomenclatural standards, RHS Plant Selector, information boards &amp; leaflets, staff presentations, RHS Trials bulletins, schools material, etc.</p>	<p>I agree to the <i>Royal Horticultural Society</i> making use of these images for all RHS Internal use.</p> <p>Signature: .....Date: .....</p>
<p><b>Single one-time reproduction or single use only</b></p> <p>Please specify the nature of the exact use – e.g. publication title, display or event name, date for start and end of rights granted period.</p>	<p>I agree to the <i>Royal Horticultural Society</i> making use of these images for the particular use of:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Date start: .....</p> <p>Date ends:.....</p> <p>Signature: .....</p>

**If you are uncertain about what it is you are being asked to sign, or have any questions, please ask or seek advice from the Keeper of the Herbarium.**

*Please let us know of any other information that is relevant to these images:*

e.g. any historical information, details of trips, locations, events, special features, information on the photographer, correspondence, etc.

**N.B.** If you have your own unique references or codes for these images, please write clearly on or label the transparencies accordingly.

*(Please give us as much information as possible. If necessary, attach an extra sheet if you need more space or attach copies of relevant documentation)*

Signature.....

Date .....

## Notes:

### 1. Photographer's name:

- Photographer's (or creator's) name.

### 2. Contact details:

- Please give details of address, telephone number and email address.
- Biographical dates: photographer's date of birth and death if supplying historical images.

### 3. Donor's name & contact details.

- The donor is the person who owns the physical images, if this is someone other than the photographer.

### 4. Number of images:

Type or format of images:

- E.g. 35 mm slides, JPG or TIFF digital images, prints.

### 5. Subject/s of images:

- E.g. plant name/s, Joint Rock award plants taken at RHS Shows during 2006.

### 6. Title of collection (if applicable)

### 7. Originals/copies:

- If slides or prints, are these images originals or copies?
- If these images are copies, who holds the originals?
- Does anyone else hold copies of these images?

### 8. Copyright Information:

- Who owns the copyright? Please insert the name of the person ( this may be the photographer or a descendant ). It may be someone other than the physical donor.

### 9. Photo credit/s:

- Please tell us the exact wording of how you would like your images to be credited.  
e.g. © Dr.C Whitehouse or © Valerie Finnis / Finnis Bequest

### 10. Agreement:

- On what basis is this donation to the RHS Herbarium Image collection being made? –e.g. bequest, donation, long term loan, purchase etc.

### Usage / rights granted:

Please specify exactly what right/s you are granting to the RHS for use for printed or electronic distribution of these images. You may be happy for the RHS to make full use of your images and even assign copyright to the RHS, or you may prefer to limit the use by the RHS of these images to academic and/or internal use only.