



RHS Botany Department - Herbarium IMAGE COLLECTION

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

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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 (exact _wording)	
10.	Basis on which donation is being made. (Delete as appropriate)	Bequest / Donation/ Purchase/ Long term loan

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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.

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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.
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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.

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