

## **Arts Council Collection, Southbank Centre Terms and Conditions for Reproduction and Image Supply**

1. Images of artworks must not be masked out, cut down or defaced. Applications for details, bleeds and superimposed type must be accompanied by a layout sketch or mock-up.
2. Under no circumstances must duplicates of transparencies be made. Images must not be stored either electronically or by any other means.
3. On the publishing date a complete copy of each publication must be forwarded to the Arts Council Collection for its archive.
4. All rights and permissions given are non-exclusive. Unless otherwise stated in a drawn-up contract this regulation must be maintained.
5. Images are lent to clients for the request specified and are invoiced accordingly. The image/s must then be used for that particular transaction only. If a further use is required a written application must be sent to the Arts Council Collection.
6. A client who has hired a transparency is not allowed to then lend the transparency to a third party without the consent of the Arts Council Collection.
7. All reproductions must have the Arts Council Collection credit line along with the artist's name and title of the work.
8. The Arts Council Collection will inform the client whom to contact when seeking copyright permission. It is the responsibility of the client to seek permission and pay a fee to the copyright holder if requested.

*Deborah Smith,  
Director, Arts Council Collection*

Signed by the applicant \_\_\_\_\_

Organisation \_\_\_\_\_

---

***Please return to:***

Leigh Eagar, General Manager, Arts Council Collection  
Southbank Centre, Belvedere Road, London, SE1 8XX  
Tel. +44 (0)20 7921 0878; Fax. +44 (0)20 7921 0700; Email:acc@southbankcentre.co.uk