



## Digital Image Reproduction Service

To protect the Historic Collection items, photocopying of items is not permitted by users or by staff. As an alternative, a digital image copying service can be provided as this reproductive method prevents damage to the volumes.

### *The Images*

Standard images will be cropped and have colour and contrast correction as appropriate. The image files will be JPEGs, no more than 1000x1000 pixels in size and approximately 75-150KB. This will ensure they are an appropriate size and quality for use in a range of applications, and allow them to be easily transmitted electronically.

Requests for alternative uses or higher quality images will be considered on an individual basis.

### *Timescales*

The digital images will be produced within 5 working days. These will normally be sent to the requester as an e-mail attachment.

### *Prices*

Charges will be made for image services to cover the costs of the time, general upkeep of equipment and care of stock.

E-mailed copies:

Non-colour originals: £2.50

Colour originals: £3.50 (due to the extra time required for colour correction).

Additional services:

Hard copies:

Monochrome A4 printed page £0.25p

Full colour A4 printed page £0.75p

Copies supplied on CD: £2.00

(Please note that these additional costs are regardless of whether the original image was colour or non-colour – a full colour print out of a non-colour original will still be 75p, and a monochrome print out of a colour original will still be 25p).

### *Payment methods*

Payment may be made by cash or a cheque. Cheques should be made payable to 'Plymouth Hospitals NHS Trust TF1283 Library Heritage Project'.

### *Image Request Forms*

An image request form must be completed for each image and signed to demonstrate acceptance of the copyright terms (see below).

### *Copyright Terms*

Please note that the copyright of any images created for users remains with the Discovery Library. The terms and conditions of use will be consistent with those for images made available on the website.

The copyright statement given on the image request form is –

The Discovery Library, Derriford Hospital, is the copyright holder of all images produced, and must be clearly credited as the copyright holder in any use of the images. The images are produced for personal, academic teaching or study use under the terms of the Creative Commons Attribution-Non-Commercial version 2.0 licence for England & Wales (the "Creative Commons Licence").

#### Non-commercial use only

Users are free to copy and distribute the images for non-commercial use only. The images are not for use for any commercial purposes or gain. If the images are used in a resource which is then sold, or from which you will make financial gain, this counts as commercial use and is not permitted under the terms of the licence. Similarly, if the images are used to provide a service for which you then charge, this also counts as commercial gain and is not permitted under the terms of the licence.

#### Derivative works

Users may make derivative copies of the images by editing or modifying them, but must follow the conditions for attribution set out below.

#### Attribution

The Discovery Library, Derriford Hospital must be clearly credited as copyright holder of any image used. If any derivative works are produced from the image, the Discovery Library, Derriford Hospital must be clearly credited as the copyright holder of the original image. In any reuse or distribution of the work, the licence conditions and copyright ownership must be made clear.