

# Guidelines For Image Acquisition and/or Reproduction

## Plymouth City Museum & Art Gallery

Documentation & IT Department

Drake Circus, Plymouth, PL4 8AJ  
Phone 01752 304762 Fax 01752 304775  
[enquiry@plymouthmuseum.gov.uk](mailto:enquiry@plymouthmuseum.gov.uk)

### To the Enquirer:

The guidelines listed below should be followed in order to acquire and/or reproduce a copy image of an item in the collections of Plymouth City Museum & Art Gallery.

- You may contact the Museum via email, phone or fax to request and/or reproduce a copy image of an item of our collections. Your query will be then forwarded to the Documentation & IT Department and a 'Reproduction Agreement/Image Request' form will be sent to you so as to indicate all the necessary details regarding your request.
- Complete and sign the relevant 'Reproduction Agreement/Image Request' form and return it to the department and address given above.
- Upon receiving the form, the Doc & IT section will assess the cost of the request, if any.
- A Quote form will be sent to the Enquirer outlining the cost of the work. This needs to be signed by the Enquirer, agreeing to the amount stated, and indicating the method of payment. The form should then be returned to the Doc & IT Department for processing.

*Please do not send payment before receiving the Quote from the Doc & IT section.*

- Once payment has been received, the image request will be processed. Please allow 3 to 4 weeks for the request to be completed.

Kindly direct all inquiries to:

Eleni Papavasileiou  
Documentation & IT Assistant (Digitisation)  
Doc & IT Department

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NB 1. Customers are advised to get a quotation for all related costs (i.e. photography, reproduction etc.) before placing an order.

NB 2. Where there is no existing negative or digital image of the object(s) requested, then new photography will be undertaken and a charge will be made.