Reprographics Request

Please complete this form if you would like to request digital images from the Linnean Society of London. This form is NOT for requesting permission to reproduce images.

Return to the Digital Assets Manager by email: images@linnean.org, fax: +44 (0)20 7287 9364, or post: The Linnean Society of London, Burlington House, Piccadilly, London, W1J 0BF.

By signing this form, you agree to the following Terms and Conditions:

- The condition of the item(s) requested will determine if your request can be fulfilled: Preservation of the material is paramount.
- The Linnean Society reserves the right to refuse orders.
- The total payment amount and payment methods will be confirmed by email after the request is made. Please do not attempt to pay until you receive confirmation.
- Reprographics work will only take place after payment is received.
- Once payment is received, it may take up to two weeks to receive images. Large requests may take longer, but you will be advised.
- Images will be sent via WeTransfer or email.
- The Society does not offer a printing service.
- The Society will not undertake image research on your behalf.
- You will not supply a copy of the image(s) to another party, unless permitted to do so.
- Requests will be fulfilled in adherence to current copyright law.
- If you wish to reproduce any images from the Linnean Society, you agree to complete an Application for Permission to Reproduce Images (see www.linnean.org/images or email images@linnean.org to obtain a form).

Please choose from the following:

☐ I can confirm that these images will be used only for personal study or research.

☐ The requested images are required for reproduction and I have completed or will complete an Application for Permission to Reproduce Images.

Please select the image format you require:
(All prices are ex-VAT, and VAT will be added when applicable.)

☐ Standard quality images £5.00 for the first page of each item
  30p for each additional page of an item
  Sent as PDF files and are suitable for research but not reproduction.

☐ High quality images £10.00/image
  Sent as JPEG or TIFF files (300 dpi unless otherwise requested), and are suitable for reproduction.
  ☐ JPEG ☐ TIFF

Are you a current Fellow, Associate, or Student Associate of the Society?
(If yes, a 25% discount applies.)

☐ Yes ☐ No

Please complete and sign the next page.
Details of item(s) requested (Please attach an additional sheet if more images are required.)

1. Title/description ____________________________________________
   Catalogue reference ___________________________ Page/folio number(s) ____________

2. Title/description ____________________________________________
   Catalogue reference ___________________________ Page/folio number(s) ____________

3. Title/description ____________________________________________
   Catalogue reference ___________________________ Page/folio number(s) ____________

4. Title/description ____________________________________________
   Catalogue reference ___________________________ Page/folio number(s) ____________

5. Title/description ____________________________________________
   Catalogue reference ___________________________ Page/folio number(s) ____________

I have read and I agree to the Terms and Conditions of this request form.

Name ____________________________
Address ____________________________ Phone ____________________________
Email ____________________________
Signature ____________________________ Date ____________________________

The data supplied on this form is used by the Linneas Society for security and copyright purposes and will not undergo any secondary processing. In accordance with General Data Protection Regulation (GDPR), your information will be kept for a period of 3 years, at which point it will be securely destroyed.

FOR OFFICE USE ONLY

Total (ex-VAT) £ ____________________________ VAT exempt? ☐ YES ☐ NO
Total £ ____________________________

Processed by ____________________________ Date ____________________________
Method of payment ____________________________ Date paid ____________________________
Date images sent ____________________________