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### **USE OF IMAGES FROM THE PARLIAMENTARY ARCHIVES (EXCEPT TV/FILM BROADCAST)**

There are up to two fees which are potentially incurred when ordering an image:

1. Copying fee - what we charge to create the image for you
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The image is being made available subject to the restriction that it may not be used in any way other than as set out in the application form and in the invoice. You will need to get further permission to use the image in any other way. The supply of the image is made subject to the Terms and Conditions set out below which include further requirements relating to the use of the image.

Once we receive your completed application form we will reply and confirm how much it is going to cost.

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If you would like more information please contact us at [archives@parliament.uk](mailto:archives@parliament.uk)

## FEES RELATING TO HOW IMAGES OF RECORDS ARE USED (April 2024)

<b>BOOKS</b>	
Books, UK/one country, one language, one edition. Cover use (front/back/wrap) charged at double the inside use.	<b>Inside use (any size):</b> Print run up to 100 £10 Print run 101-500 £25 Print run 501-2000 £40 Print run 2000-10,000 £70 Per 10,000 thereafter £70
Books, World, one language, one edition. Cover use (front/back/wrap) charged at double the inside use.	<b>Inside use (any size):</b> Print run up to 100 £20 Print run 101-500 £50 Print run 501-2000 £80 Print run 2000-10,000 £140 Per 10,000 thereafter £140
Books, World, multiple languages, one edition. Cover use (front/back/wrap) charged at double the inside use.	<b>Inside use (any size):</b> Print run up to 100 £40 Print run 101-500 £100 Print run 501-2000 £160 Print run 2000-10,000 £280 Per 10,000 thereafter £280
E-book publication	£100
<b>NEWSPAPERS &amp; MAGAZINES</b>	
Newspaper Regional	£50
Newspaper National (¼ page)	£75
Newspaper National (½ page)	£150
Magazine Specialist or Academic Journal	£50
Magazine Commercial (¼ page)	£75
Magazine Commercial (½ page)	£100
<b>MERCHANDISE (cards, covers, packaging, calendars, posters etc) – 3 year rights</b>	
Merchandise, UK/one country, one language	£150
Merchandise, world, one language	£250
Merchandise, world, multiple languages	£400
<b>OTHER</b>	
Website use	£100
Other Multimedia	£100
Exhibitions at Archives, Museums and Galleries, temporary	£100
Exhibitions at Archives, Museums and Galleries, permanent	£200

Fees for usage not covered in the above table are subject to separate negotiation.

## APPLICATION TO USE AN IMAGE FROM THE PARLIAMENTARY ARCHIVES

<b>Full Name:</b>	
<b>Company (if any):</b>	
<b>Address:</b>	
<b>E-mail:</b>	
<b>Phone Number:</b>	
<b>Image(s) for which use is sought (title and reference number)</b>	
<b>Why do you want to use this image and why are these specific documents relevant to you?</b>	
<b>Electronic image(s) required?</b>	Choose an item.
<b>If required, what format?</b>	Choose an item.

## PRINT PUBLICATIONS

Book – give title, publisher	
Newspaper – give title	
Specialist Magazine - give title, publisher	
Academic Journal – give title, publisher	
Magazine – give title, publisher	
What size image do you want a licence for?	Choose an item.
Where will the image be?	Choose an item.

How big is the print run?	Choose an item. .....
To be distributed	Choose an item.
In how many languages?	Choose an item.
Is e-publication also required?	Choose an item.
If the use is not-for-profit, please describe	

**OTHER USE**

Website – give URL if available, or describe nature of proposed website if not	
Other Multimedia – give format, title and publisher	
Merchandise – describe item	
Temporary exhibition – give title and institution	
Permanent exhibition – give title and institution	
ANY OTHER USE – please describe in detail	
To be distributed	Choose an item.
In how many languages?	Choose an item.
If use is not-for-profit please describe	

**NOW READ THE NEXT PAGE AND TICK THE BOX AT THE END**

## TERMS AND CONDITIONS

1. These Terms and Conditions together with the application form above constitute an agreement ("the Agreement") between the Parliamentary Archives acting on behalf of the Corporate Officer of the House of Lords ("the Archives") and the person identified as the Applicant in the application form ("the Recipient").
2. In the Agreement,

"the Image" means any and all images described in the application form above together with any accompanying caption text and other materials supplied by the Archives;

references to person(s) include incorporated and unincorporated bodies or partnerships and include references to that person's successors and assigns.
3. The Image is being made available subject to the restriction that it may not be used in any way other than as set out in the application form above and in the invoice relating to it provided by the Archives ("the permitted purpose"). The further agreement of the Archives is required for the use of the Image other than as permitted by the Agreement.
4. Any agreement to use the Image relates solely to the photographic work that is the Image. The Recipient will be solely responsible for any other clearances that may be necessary, including any copyright and moral rights that may be held by the artist (or his or her estate) who created the work that is the subject of the photographic image supplied.
5. The Archives requires payment in advance for the supply of the Image. The amount of the fee will be determined by reference to the table of fees set out above.
6. The Applicant may not use the Image for the purposes of creating further copies of it (whether digital, hard copy or in any other form), otherwise than as strictly necessary for the permitted purpose, and any such copies are to be destroyed once they are no longer required for the permitted purpose.
7. The Recipient must credit all images as follows (unless indicated otherwise): 'Parliamentary Archives, London' followed by the full reference number of the record imaged. Where an image appears online, a link must be given to the Parliamentary Archives home page <https://archives.parliament.uk/>. In using the Image in accordance with the permitted purpose, the Recipient shall not alter, cut or add to or otherwise modify the Image without the prior written consent of the Archives except for the purposes of colour correction, removal of minor imperfections, moderate cropping and highlighting for graphic effect.
8. If required by the Archives, the Recipient must send at least one complimentary copy of each publication or product to the Archives for its records.
9. The Recipient is to indemnify the Archives in respect of any costs it incurs (including any liability for damages) as a result of unauthorised or defamatory use of the Image or as a result of a failure to obtain any clearances as required by clause 4 above.
10. The Recipient must not do anything which facilitates the use or exploitation of the Image by any other person (except where doing so is necessary for and incidental to the permitted purpose). Any use of the Image for the permitted purpose ceases to be authorised in the event of the Recipient's insolvency, bankruptcy or death before the Image has been included in the relevant publication.

By checking this box

**and submitting this online application I confirm that the Applicant agrees to be bound by and to comply with the Terms and Conditions set out above.**

#### **Use of Personal Data**

The Parliamentary Archives will only use the data provided on this form to facilitate and record the contract for the use of images. The data will be kept in accordance with our [Authorised Retention Disposal Policy](#).

A copy of the [Parliamentary Archives Privacy Notice](#) which explains how the Parliament uses your personal data, is available on the Parliamentary Archives website.