

HOLKHAM COLLECTIONS: REPRODUCTION

GENERAL GUIDELINES

Arrangements can be made for digital images to be taken from some of our collections; the copyright will be retained by Holkham. Images must be used for non-commercial research or private study only and may not be reproduced or published without formal permission.

The long-term preservation of items within the Holkham Collections is paramount and will be considered first when processing any request. For example, requests to photograph bound volumes may be refused if it is thought that the binding will not bear the strain of multiple opening to a degree required for photography. Similarly, requests to photograph already fragile items may be declined.

There is no in-house photographer at Holkham Hall, therefore any requests for high resolution images will need the services of a specialist, who will either need to travel to Holkham, or the work will need to be taken to them.

In-house low-resolution photographs can be taken for study purposes only. It is unlikely such images will be suitable for publication.

Low Resolution Reproduction		
	In-House Photography	1-2 images = £18 per shot 3-20 images = £12 per shot 21-40 images = £6 per shot all prices inc. VAT
	In-House Scans	£12 per shot OR £48 per hour (maximum 50 shots per 1 hour) all prices inc. VAT
High Resolution Reproduction		
	Norfolk Record Office*	£40 per hour ex. VAT
	External Photographer	£250 per day photography plus £150 per day processing
Full Digitisation		
	Cambridge University Library*	1-2 images = £18 per shot 3-20 images = £12 per shot 21-99 images = £6 per shot 100+ images = £3.50 per shot all prices ex. VAT

* If it is required to take an item to Cambridge for reproduction, the admin fee will be set at £350 in order to accommodate both mileage and time required to transport the item. Similarly, for works to be taken to the Norfolk Record Office, the admin cost will be set at £70, to include mileage and time required to transport the item.