



CHELTENHAM

BOROUGH COUNCIL

Purchasing and using images from Cheltenham Art Gallery & Museum collections

Do you want to buy an image from the Cheltenham Art Gallery & Museum collections? If so please follow these notes to decide what you want and how best to obtain it.

Is the image colour or black and white?

- **If colour** ... it is probably held by the Bridgeman Art Library. www.bridgeman.co.uk If you are directed there / find it on their website, all the rest of the purchasing procedure is with them.
- **If the image is not with Bridgeman**ie it is colour but has not yet been deposited there or is black and white you will need to:
 - 1 Order the image via Cheltenham Art Gallery & Museum, using the form 'Purchasing Images'
 - 2 Pay the cost, by cheque or credit/debit card, up front. Images cannot be dispatched until the money is received

Notes: We cannot allow you to take your own photographs of objects/scan our images as it leads to copyright difficulties. .

Are you going to reproduce the images?

- **If not**ie they are only for your own private use, for example to hang on the wall, or for reference, you do not need to do anything else.

If at some future time you wish to publish them, put them on a website etc go on to the next stage

- **If yes** ...you need to
 - 1 Fill in the form 'Reproducing Images'
 - 2 Pay the fee, by cheque or credit/debit card
 - 3 Arrange for us to receive a copy of the publication

Notes: If you are provided with photocopies they will be stamped and must not be used for reproduction.



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