

“Image Copyright”

Guidelines for Edition Topoi Authors

1 General

The term “images” covers photos, drawings, tables and graphics. All of these are works within the meaning of copyright law and:

— can be printed **free of charge and without permission** if

- they are in the public domain (images whose copyright protection has expired)
- they were obtained from a public-domain image source
- the image sources in question have a CC-license

PRINT WITHOUT PERMISSION

In these cases, a correct picture credit as defined in the licensing terms (CC license) must be provided and the license verified accordingly.

— can be printed **with permission and subject to a fee**, as required, if the usage rights are held by the originator or another person (or community of heirs, if applicable). In such cases, a written license (print permission) must be obtained, viz.:

- from the holder of the rights (i.e. the originator of the work or their representatives, e.g. community of heirs)
- additionally, from the archive/museum for the rights to the image, as required
- print permissions must also be obtained for images that were created by the authors themselves, if the authors surrendered exclusive usage rights to them in publishing them at another publishing house!

PERMISSION REQUIRED

— For orphan works (i.e. works for which no rights holders can be determined) a copyright notice is recommended.

ORPHAN WORKS

- Photographs are Großzitate [large quotations under German law]. This means that they may only be reproduced in unaltered form, and that every alteration to them (e.g. partial usage, removal of objects, highlights, addition of arrows, photocomposing, etc.) must be authorized by the rights holder.
- All print permissions are valid solely for a specific work and only for a single print run.
- Should you wish to use photographs that you've taken yourself in public or private collections, you will need to obtain the appropriate permissions from the collection in question or the rights holders.
- The photographers responsible for the images must, in particular, be named.

2 Procedure for obtaining print permission

(simple, non-exclusive usage rights)

2.1 Research

- Information on who owns the usage rights to an image can be obtained from the imprint or index of images in the book that the image is to be taken from.
- If a publishing house is the rights holder, the rights department of the publishing house grants print permission
- For images of objects, paintings or graphics from museums, print permission is granted directly by the museums or their image agencies
- Certain rights holders are also represented by VG Bild-Kunst and, if necessary, print permissions for the images have to be obtained from them (www.bildkunst.de; use the search function to look up artists represented by VG Bild-Kunst)
- For images from databases (e.g. the Beazley Archive) the copyright requirements specified there must be observed.

2.2 Query

- Queries must be sent to the rights holder in written form via post, fax or email
- Permission must be obtained for both the printed and digital version of the book and for CC license CC-BY-NC, as well as for any intended changes.
- Written permission should be submitted to Redaktion der Edition Topoi, Humboldt-Universität zu Berlin, Exzellenzcluster Topoi, Geschäftsstelle, Unter den Linden 6, 10099 Berlin, E-Mail: publication@topoi.org.

WRITTEN FORM
LICENSE CC-BY-NC
SUBMIT PERMISSION

2.3 Suggested wording

I am writing to request non-exclusive permission to print image XXX from the following work: XXX / from the following collection: (specify the source as precisely as possible here).

The following changes will be made to the image: ###

It is requested that print permission be granted for the article/ monograph entitled XXX:

Title of the article

Title of the collection

Author of the article

Publisher of the collection

Publishing house

Edition

Length of the article

Length of the monograph

Retail price

Date of publication

The print permission should be valid for the printed and digital version and for worldwide distribution, taking into account CC License cc-by-nc3.0 Deutschland. If the CC license is not desired, please specify the correct copyright documentation. The image will then be identified in the publication as copyrighted and will be excluded from the CC license.