

POLICY

MANX MUSEUM AND NATIONAL TRUST

Collections Licensing & Reproduction Policy

Policy Statement

Purpose

To operate an efficient collections licensing and reproduction service in accordance with providing access to collections and optimising commercial opportunities.

“Collections” are defined as all MNH permanent collections within Museum, Library & Archives (including Film & Sound).

Our Commitment

In providing a collections licensing and reproduction service we will:

- optimise the commercial value of the collections through non-exclusive agreements with third-party commercial licensing supplier(s);
- optimise the commercial value of the collections through non-exclusive agreements with third-party commercial reproduction supplier(s);
- support the Island’s community by applying a fixed-scale management fee to customers based within the jurisdiction of the Isle of Man;
- contribute to the Island’s prosperity by giving free use to the Isle of Man Government, Isle of Man charities and not for profit organisations;
- support academic and small publication use of the collections by applying a fixed-scale management fee to customers based worldwide;
- increase the use of and access to the collections; and
- be customer-focussed in all we do

This policy applies to all collections licensing and reproduction activities and services provided by Manx National Heritage.

This policy will be published and reviewed from time to time, at least once every two years.

Date at which this policy is due for review: August 2020

1. Introduction

- 1.1** This policy will guide the collections licensing and reproduction service MNH provides to all its users.
- 1.2** The service is about achieving a fair balance between optimising the commercial value of the collections and enabling use of and access to the collections.
- 1.3** The aim of the policy is to make transparent to our customers the decision-making process MNH will apply when servicing collections licensing and reproduction requests.
- 1.4** We will use the policy to streamline the service MNH provides and to publicise and grow access to and use of the collections.

2. Customer Services

- 2.1** To deliver the collections to customers we will contract with third party commercial licensing and reproduction supplier(s).
- 2.2** We will license and/or reproduce only those collections where copyright is MNH or where permission has been negotiated and documented by MNH with the current copyright holder allowing commercial licensing and/or reproduction.
- 2.3** We will apply a fixed-scale management fee (in preference to a licensing fee) to licensing customers who make request direct to MNH and are customers:
 - (a) based within the jurisdiction of the Isle of Man; and/or,
 - (b) want to license for use in a saleable publication with a print-run that does not exceed 1,000 copies.

The fixed-scale management fee will be:

- 2.3.1 1-10 images: £25 (+VAT)
- 2.3.2 11-20 images: £50 (+VAT)
- 2.3.3 21-50 images: £100 (+VAT)

- 2.4** We will provide information to customers about the collections licensing and reproduction service.

3. Accountability

- 3.1** Third party commercial licensing supplier(s) will send statements of any sales and make royalty payment to MNH Finance Team at each quarter.

- 3.2** Third party commercial reproduction supplier(s) will send statement of any sales and make royalty payment to MNH Finance Team at each quarter.
- 3.3** MNH will manage the processing of the fixed-scale management fees.
- 3.4** MNH will retain a record of the collections provided to third-party commercial licensing and reproduction supplier(s).
- 3.5** MNH will ensure compliance with Isle of Man Government Financial Regulations in evaluating value for money in relation to any agreement(s) with a third party commercial licensing and/or reproduction supplier(s).

[End]