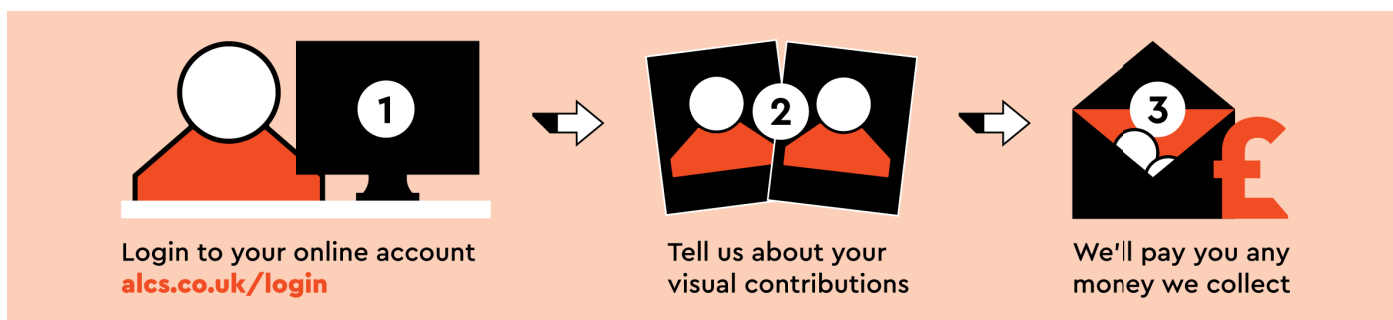


GUIDELINES – VISUAL CONTRIBUTIONS

THIS IS A CLAIMS-BASED SCHEME (UNLIKE BOOKS AND SCRIPTS). IF YOU DON'T TELL US ABOUT YOUR VISUAL CONTRIBUTIONS, YOU WON'T RECEIVE ANY INCOME.

Members of ALCS can now claim for any visual contributions they have made to books, magazines and journals as well as receiving payments for their written contributions.

The money we collect for visual contributions comes from photocopying and scanning of books, magazines and journals, and is collected by the Copyright Licensing Agency (CLA) and NLA Media Access.



WHO CAN CLAIM?

All ALCS members who have made a visual contribution to the following types of work:

- Books with a valid ISBN.
- Magazines and journals with a valid ISSN.

TELL US ABOUT YOUR VISUAL CONTRIBUTIONS

Please tell us about the following:

- Photos.
- Illustrations (drawings, paintings, prints).
- Charts.
- Diagrams.

RESTRICTIONS

- You can't claim for maps.
- You can't claim for tables.
- You **must own the copyright** for the images you are claiming for.
- If you are a **member of the DACS or PICSEL payback schemes**, you cannot also make a claim from ALCS for visual contributions, and you will need to decide which organisation you wish to receive payments from.
- You cannot claim for non-UK titles (books, magazines or journals) or newspapers.

WHAT YOU CAN CLAIM FOR



Photos



Illustrations



Charts



Diagrams

RESTRICTIONS



Maps



Tables



Non-UK books, magazines, journals or newspapers



If you don't own the copyright for the image



If you're a member of the DACS or PICSEL payback schemes

SELF-PUBLISHED BOOKS

As long as the work has an ISBN, you can claim for it.

HOW TO CLAIM

You can login to the members' area and add details of your visual contributions as you would for any other type of work.

The members' area 'My Works' page now has three tabs: 'Book', 'Magazines & Journals' and 'Script'. You can add visual contributions you have made to the first two types of work (books; magazines and journals) as follows:



Visual contributions you've made to books

When you click on the 'Book' tab, you will see a list of the books that are currently listed on your account, along with details of the number of visual contributions you have made in the past (if relevant).

On this page you can:

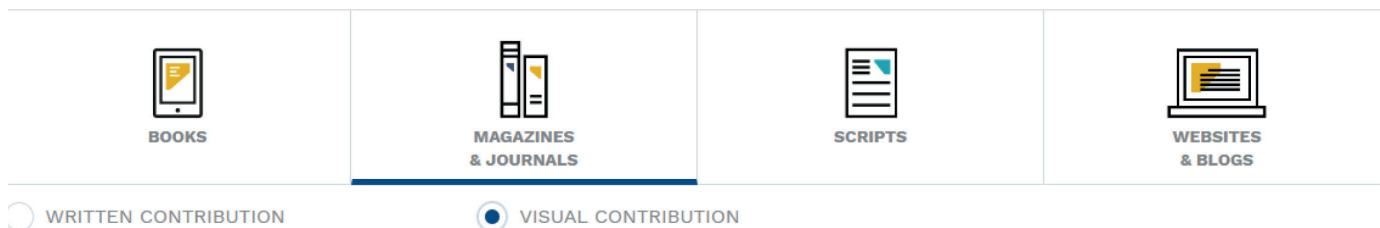
1. add a new book for which you have made a visual contribution
2. edit the work to indicate that you have also made visual contributions to this work
3. update the information you have given previously if you notice a mistake.

ADD WORKS

If you want to tell us about a new publication to which you have made a visual contribution, please use the **'add work's** function.

EDIT WORK >

If you want to make a change to information that you have previously told us about, please use the **'edit work'** function.



Visual contributions you've made to magazines and journals

When you click on the 'Magazines & Journals' tab, you will see a list of the articles that you have told us about in the past. You will also notice that there are two radio buttons for you to select for either written or visual contributions.

To add a visual contribution to a magazine or journal, click on the visual contribution radio button and you will be taken to a new page. If you have previously told us about any visual contributions you have made to magazines or journals, these will be listed here.

ADD WORKS

If you want to tell us about a new publication to which you have made a visual contribution, please use the **'add works'** function.

EDIT WORK >

If you want to make a change to information that you have previously told us about, please use the **'edit work'** function.

Please note, as part of the process of verifying claims, you may be required to provide supporting evidence, such as copies of contracts or other commissioning documents, prior to receiving payment.

If you want to tell us that you have recently made a new visual contribution to a magazine or journal that is on your account, but for a previous year (for example, two images in Vogue 2018 are on your account, but you want to add that you have made two more in Vogue in 2019), please add this as a new work with a year of 2019.

DEADLINES

The annual deadline for entering visual contribution claims is **31 December**.

There is no date restriction on the claims you make. Unlike the ALCS claims scheme for written article contributions to magazines and journals, you can claim for the visual contributions you have made at any time – there is no three-year restriction.

WHEN ARE YOU LIKELY TO RECEIVE A PAYMENT?

We aim to pay members for their visual contributions claims in the September distribution following the claims deadline.

For example, if you made a claim before the 31 December 2020 deadline, then payment should be made to you in September 2021.