

VISUAL CONTRIBUTION SCHEME GUIDELINES

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.

Find out more about the scheme and how you might benefit.

WHAT YOU CAN CLAIM FOR

Photos	✓
Illustrations (drawings, paintings, prints)	✓
Charts	✓
Diagrams	✓
Maps	X
Tables	X

WHO CAN CLAIM?

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

- **books**
- **magazines and journals**

RESTRICTIONS

- 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, and you will need to decide which organisation you wish to receive payments from.
- You can't claim for non-UK titles (books, magazines or journals) or newspapers.

NO DATE RESTRICTION ON VISUAL CONTRIBUTION CLAIMS

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

CAN I CLAIM FOR SELF PUBLISHED WORKS?

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

HOW TO CLAIM

We have now integrated the visual contributions claims system fully into our systems, so you can login to the **members' area** and add your claims as you would for any other type of work.

HOW IT WORKS

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



ADDING VISUAL CONTRIBUTIONS FOR 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 information you have already told us about an existing work to add that you have also made visual contributions to this work
3. update the information you have given previously if you notice a mistake.

VIEW/EDIT

- use this function if you are adding a visual contribution to a book that is already listed on your account or if you want to update the information you've given us in the past.

ADD NEW WORK

- use this function if you are adding a new book with a visual contribution in it to your account.

ADDING VISUAL CONTRIBUTIONS FOR 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 NEW WORK

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

VIEW/EDIT

If you want to make a change to information that you have previously told us about, please use the **'view/edit'** 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 this year to a magazine or journal that is on your account, but for a previous year (e.g. two images in Vogue 2018 are on your account, but you want to add that you have made two more in 2019), please add this as a new work with a year of 2019.

THE NEXT CLAIMS DEADLINE IS 31 DECEMBER 2020.

Please make sure that you have told us about all your visual contributions by that date.

We cannot guarantee that any information added to your account after that date will be included in the submission for claims this year (although it will be eligible for the following year's payments).

FREQUENTLY ASKED QUESTIONS

WHERE DOES THE MONEY COME FROM?

The money comes from the photocopying and scanning of books, magazines and journals and is collected by the Copyright Licensing Agency.

HOW MUCH WILL I BE PAID?

We have no way of determining this at this point. It depends on how many visual contributions you have made, which publications they are in and how many other people have put in a 'claim'.

WHEN WILL I BE PAID?

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

If you put in a claim now, before the deadline of 31 December 2020, then payment should be made in September 2021.

IS THERE A LIMIT TO THE NUMBER OF VISUAL CONTRIBUTIONS IN ONE PUBLICATION?

No, you should enter the total number of visual contributions.

CAN I CLAIM FOR THE SAME PICTURE PUBLISHED IN DIFFERENT EDITIONS OF A BOOK OR JOURNAL?

Yes.