ALCS

VISUAL CONTRIBUTIONS GUIDELINES

What type of visual contributions can you claim for

Photos, illustrations or informational images (ie a chart or a diagram).

Who can claim

All ALCS members who have made a visual contribution to a **book, magazine** or **journal** are invited to claim.

Are there any restrictions?

- You **must own the copyright** for the images you are claiming for.
- You can't also be a member of the DACS payback scheme. If you are currently a member of this scheme, you can't claim from ALCS this year.
- You can't claim for non-UK titles, newspapers or self-published works.

Can I claim for a work published at any time?

Yes. There is no date restriction on the claims you make. Unlike the ALCS claims scheme for written contributions to journals, you can claim for the visual contributions you have made at any time.

How you can claim

We have created an online claims portal for members to use to tell us about the visual contributions they have made. If we have contacted you with a unique url to login with, then please use this to access your online form. If we haven't contacted you directly and you'd like to claim, contact us on 020 7264 5700 or email visual@alcs.co.uk and we will provide you with details of how to access the site.

I've already told you about my written contributions to books, magazines and journals. Do I need to tell you again for visual ones?

Yes please. Although we have information about the works you've made written contributions to already, we don't know what visual contributions you've made, and we aren't yet able to capture this through the members' area of our website.

Where the money comes from

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

I claimed last year, should I tell you about the same works again?

No, if you claimed last year, we have all of this information already and it will have been uploaded to the online claims portal. Please tell us about anything new or anything you omitted first time around.

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?

All being well, we will be making payments for visual claims this year in our September 2018 distribution; a further collection relates to the copying of magazines licensed by NLA Media Access.