



John Sinclair House  
16 Bernard Terrace  
Edinburgh  
EH8 9NX

Address  
BY Email

12 May 2010

Dear Contributor,

### Scran Resource Contribution Licence Agreement

Thank you for offering resource[s] to Scran, part of the Royal Commission on the Ancient and Historical Monuments of Scotland. The following gives you information and explains the terms for making a donation to Scran.

If you sign the agreement, you are making a non-exclusive licence agreement with Scran where you give us permission to use the resource. Non-exclusive means you retain all rights and may grant further licences to anyone you choose in the future. This is a simplified licence. We would be happy to provide further details if necessary.

To proceed, print and complete **TWO copies**. Retain one and return one copy to Scran.

Please fill in areas marked **Δ**

#### The Licence Agreement is between:

The SCRAN Trust  
A company limited by guarantee Reg No: SC166833  
and a registered educational charity No. SCO24961  
[Hereafter referred to as **Scran**]

AND

**Δ CONTRIBUTOR'S NAME:**

[hereafter referred to as the Contributor]

#### Meanings of Terms

"Resource"	a digital file
"Contribution"	providing a copy of this file for use by the online resource service
"Contributor"	the person or organization supplying the Resource
"Specification"	a statement of technical conditions
"Consents"	permissions by others who have rights in the resource
"Intellectual Property Rights"	those rights as defined in copyright, design and patents law
"Online Resource Base"	a web system provided by Scran to allow access to Resources
"Licence"	a permission to use a resource
"Non-exclusive"	the contributor retains all rights to grant licences to anyone
"Educational use"	whereby any learner may use the resource on a not-for-profit basis
"Commercial use"	where Scran may sell a licence to use the resource for a specified purpose only and return a royalty to the contributor.

**Details of the Licence Agreement**

**1. Contributor's Undertakings**

The Contributor agrees:-

- (i) To supply Resources which will include image(s) and caption(s) and comply where possible with Technical Specifications
- (ii) that the Contributor has all Consents necessary or holds all Intellectual Property Rights necessary to allow supply of such Resources for use on the Online Resource Base.
- (iii) that Scran may use and assign the supplied Resource Non-Exclusively for Educational use without payment of royalty to the Contributor.

**3. Scran's Undertakings**

The Scran Trust agrees:-

- (i) that the provided material will remain the copyright of the Contributor [or as named by Contributor]
- (ii) that royalty free use will be limited to Educational, not-for-profit use.
- (iii) that Scran will issue Licences to meet these undertakings

**4 Term**

The Licence is provided for as long as Scran or its not-for-profit inheritors exist.

**5 Commercial Use**

Scran may sell a Non-Exclusive Licence to the image for Commercial purposes at current commercial rates and 50% of income will be returned to the Provider.

**We hereby accept the terms and conditions of the above Licence Agreement**

SCRAN

Date : 12 May 2010



For and on behalf of SCRAN

Print Name: GRAHAM TURNBULL

Title: Head of Enterprises

**PROVIDER'S Signature**

Δ..... Date : .....

Δ Print Name : ..... Title : .....

## APPENDIX 1: **Contact Details**

### SCRAN'S ADDRESS

John Sinclair House  
16 Bernard Terrace  
Edinburgh  
EH8 9NX

T 0131 662 1456  
F 0131 662 1477  
E [scrans@scrans.ac.uk](mailto:scrans@scrans.ac.uk)

### CONTRIBUTOR'S ADDRESS\*

△ Address:

△ Post Code:

△ Telephone Number:

△ Email address:

## APPENDIX 2: **File Names on CD-ROM**

△ **[List the file names]**

## **APPENDIX 3: Technical Details**

### **Specification for Resource Images**

Scanned or Digitally created Images as uncompressed sRGB TIFF [TIF] files where the resolution should exceed 3,072 by 2,048 pixels for a standard 35mm format image. Typically a black and white image should be 8Mb as a minimum and a colour image 18Mb as a minimum

OR Digital Camera JPEG [JPG] images preferably saved at 100% setting ie no compression or as RAW images. The digital camera should take images of 6 Megapixels or more.

Other aspect ratios are possible. To give the required pixel area a scan for example, of a long, thin bookmark may require a file of around 1023 x 6144 pixels.

### **Moving Images**

Moving images should be digitised and submitted to SCRAN in the following format:

H.264 video encoding at High Quality at 25 frames per second with accompanying sound sampled at no lower than 128 kbits/sec. A typical full screen letterbox image will have a pixel ratio of 1280x800.

We will accept good illustrative material from 640x400 upwards.

### **Three Dimensional Information**

Contributors should discuss the delivery format with SCRAN before commencing digitisation. Formats SCRAN expects to accept include: Quicktime VR and VRML.

### **Sound**

The current standard accepted by SCRAN is in WAV, AU or AIFF format 44.1KHz, 16 bit stereo, ie CD Audio standard, supplied as a digital file on a data CD or DAT tape.

#### APPENDIX 4: Caption to Provide per Image

You need to provide us with helpful details. These can be on paper or typed as Word Processor files or in a database. You can put caption files on the CD-ROM with the images.

Item	Example
NAME descriptive short name for image	Wallace Monument
FILE NAME of the related image on CD-ROM	539104.jpg
CAPTION describing what can be seen and any historical background or further detail:	The National Wallace Monument stands on Abbey Craig, about 2 miles north of Stirling. It commemorates William Wallace - who became the principal force in the uprisings against the English with his most famous success being the Battle of Stirling Bridge on 11 May 1297. The 220ft high stone structure had a difficult construction, with money being the major problem (the monument was funded completely by public subscription). The foundation stone was laid in 1861, on Bannockburn Day, but the rest of the building took 8 years to complete, until it was finally opened in 1869 on the 11th September.
PLACES [WHERE] where the image comes from expressed in the form furthest to nearest & a descriptor,. There may be more than one of these:	Scotland, Stirlingshire, Stirling, Abbey Craig [Site of Monument]  Scotland, Stirlingshire, Stirling, Stirling Bridge [Site of Battle]
DATES {WHEN} related to when the image was taken or related to items depicted in the image expressed as date and descriptor	1970 [Taken] 1869 [Date opened]
NAMES [WHO] describing who is associated with image and descriptor [include name of photographer if known]	William Wallace [subject of monument]  John Smith [photographer]
WHAT brief additional description	Monument in stone
REFERENCES Books or websites that are useful [if any]	King, Elspeth Introducing William Wallace. Fort William, Fir Tree 1997