Online photographic archive of RTÉ Stills Library

The RTÉ Stills Library has made more than 70,000 digitised images available to the public through this online photographic archive. All of the images available here are RTÉ copyright.

The majority of the images cover RTÉ Radio and Television productions, as well as Irish celebrities and public events broadcast on RTÉ since the launch of Telefís Éireann in 1961.

The RTÉ themed collections are further enhanced by a number of photographic collections specifically purchased by the RTÉ Stills Library. Representing Irish social, cultural, historical and political life since the turn of the twentieth century, these collections notably include images of the Easter Rising of 1916, the War of Independence and Irish political leaders since the foundation of the state.

Please bear in mind that the images available here are just a sample of our collections. If you can't find what you're looking for online, please contact us directly at <u>StillsLibrary@RTE.ie.</u>

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How do I search for images?

To search for images, you need to use the search box, found on the left-hand menu of every page of the site.

Simple search

Enter your search term or terms in the search box e.g. Eurovision or singer, and click Search. If you want to search for a phrase, enclose it in quotes, e.g. "Late Late Show" or "director general".

For date searching please use the advanced search.

If you just click the search button, you will retrieve all the available images in the database.

Advanced search

Click Advanced search on the left-hand menu of every page of the site for more search options.

You can use as few or as many of the advanced search option fields as you like. The more fields you use the fewer, but more specific images you will retrieve in the search results.

The search options fields are:

<u>Text</u>

If you have already carried out a simple search, the term or terms from the simple search will appear in this field.

If you wish to start a new search in the advanced search, click the Clear form button. Remember also to remove the term or terms from the simple search box.

As with the simple search, enter the search term or terms in the box e.g. Eurovision or singer. If you want to search for a phrase, enclose it in quotes, e.g. "Eurovision Song Contest".

<u>Sort</u>

Use this drop-down menu to change the sequence of how the search results are displayed. The default sequence is descending image reference. The most recently catalogued images appear first in the results sequence.

Exact Image ref no.

Use this field if you already have an image number for a specific image from the collection e.g. 0501/011

Personalities/Groups

Use this drop-down menu to narrow your search to a specific person or group.

Programme

Use this drop-down menu to narrow your search to a specific RTÉ radio or television programme e.g.Late Late Show

Programme Type

Use this drop-down menu to narrow your search to a specific type of programme e.g Irish language

Date of photograph

Use these fields if you're looking for images from a particular period. Enter dates as four digits (YYYY) or an exact date (DD/MM/YYYY) or leave blank.

For example:

- 1800 to 1899 finds images created in the 19th century
- 1999 to 1999 finds images created in 1999
- 2000 to ----- finds images created in 2000
- ----- to 1999 finds images created in 1999
- 2000 to 2000 finds images created in 2000
- 01/01/1962 to 0/12/1962 finds images created in 1962

Collection

Use this drop-down menu to narrow your search to one of the seven RTÉ Stills Library Collections.

- RTÉ Cashman Collection (images taken by photographer Joseph Cashman, 1913 - 1966)
- RTÉ Johnson Collection (images taken by photographer Nevill Johnson, 1952-1953)
- RTÉ Murtagh Collection (images taken at the turn of the twentieth century)

- RTE Shard Collection (images taken by photographer Dawson Shard at the turn of the twentieth century)
- RTÉ Guide (images taken for publication in the RTÉ Guide from end of 1961 to 1985 and from 2005 onwards)
- RTÉ Stills Department (images taken by RTÉ stills photographers from end of 1961 to 2001)
- RTÉ Stills Library(images collected by the RTÉ Stills Library from various sources)

Category Keyword

Use the drop-down menus to narrow your search to specific categories of keywords.

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How do I see a larger image and catalogue information for an image?

To view a larger version of a specific image and its catalogue information, simply click on a thumbnail image.

Click on the Show Large Version link under the image to see a full-screen image without the catalogue record.

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How can I use the images available in the site?

You cannot reproduce any of the images on this site without our prior knowledge and consent. Agreed usage will be specified in a licence to reproduce images issued by the RTÉ Stills Library. Any usage without our permission will incur a penalty. Details of our reproduction fees for usage can be found by selecting RTÉ Stills Library Rate Card option on the left-hand menu of every page of the site. You may also <u>contact us directly</u> if you need to discuss your image usage requirements.

How do I place an order for images I want to use?

If your images are in a Lightbox, you can order the full Lightbox. If you want to order a single image from your search results click on ORDER on the search results page. You will then go directly to the ordering process that will ask you to specify how the image will be used.

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What is copyright?

In Ireland, copyright law is contained in the Copyright & Related Rights Act, 2000. Copyright lasts for the photographer's lifetime plus seventy years. All images in the online photographic archive are in copyright and when reproduced, must carry the credit: © RTÉ Stills Library.

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Why are the images visibly watermarked?

The visible watermark protects the image from potential copyright infringement. The watermark consisting of the RTÉ logo allows the image to be viewed, but clearly marks it as RTÉ property. Un-watermarked images are released when they have been licensed for use by the RTÉ Stills Library staff.

Why is there a charge for images?

Revenue raised from reproduction fees and licensing helps to support the ongoing digitisation, cataloguing and archiving activities carried out in the RTÉ Stills Library.

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What are reproduction fees and how are they calculated?

Reproduction fees are charged when our images are used in television programmes, books, magazines, exhibitions, etc. This licences the use of our images for an agreed purpose and duration.

Reproduction fees are calculated according to the quantity, distribution and prominence of the images used. Further information on our reproduction fees for usage can be found by selecting the RTÉ Stills Library Rate Card option on the left-hand menu of every page of the site. Reproduction fees must be agreed in advance of the use of the image/s. Please <u>contact us directly</u> if you need to discuss your image usage requirements further.

Why can't I find the images I am looking for online?

Photographers were not present at every single RTÉ programme and event. It may be the case that the image you are looking for does not exist.

Not every image shot for RTÉ is RTÉ copyright. Only RTÉ copyright images are available through this online service.

Not all of our collections have been digitised or catalogued. New images are added to the online photographic archive on a weekly basis.

Please <u>contact us directly</u> if you do not find what you are looking for online.

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If the image I want does not exist, can a still image be made from the original footage?

Yes, if the programme is on tape or DVD. However you must supply us with the programme name and the exact year it was broadcast. The quality of a still produced from footage will be poorer than an original photograph. Please <u>contact</u> <u>us directly</u> to discuss your requirements and to request a price for this service.

Can I order photographic prints for personal use?

Yes, A4 photographic prints of our images are available. Please note that obtaining a copy of a print for personal use does not licence the image for any further use e.g. broadcast, print, internet etc. On receipt of payment, the RTÉ Stills Library will prepare and post the photographic print order within 24 hours (subject to standard business hours, Monday to Friday)

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What digital image sizes are available online?

The image sizes delivered through the online photographic archive are approximately:

- Thumbnail 128 x 192 (72kb)
- Intermediate 248 x 372 (70kb)
- Broadcast 512 x 768 (1.13mb)
- Large 1179 x 1768 (5.96mb)

Can I order full size digital images?

Yes, if they are available. To order digital images larger than 1179 x 1768 (5.96mb) please <u>contact us directly</u>.

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How do I register on the site, and what are the benefits of doing so?

You are able to view all images on the site without the need to register.

However if you choose to register, you will be able to use Lightboxes to:

- place orders online
- save selections of images between visits
- return to the site and login to view previous orders in order history
- return to the site and login to view previous Lightboxes
- save order requirements and re-use or revise for new orders

Please note that we do not currently accept payment online.

Registration is a quick and easy process. Click REGISTER on left-hand menu of every page of the site. Simply enter your details into the required fields. Select an email address as your username and a password. Your password must at least be 8 character(s), with at least 1 non-alphabetic. Click Register at the bottom of the page. You will then be signed into the site and you can immediately create and use Lightboxes.

When you login successfully, LOG IN on left-hand menu of every page of the site is changed to LOG OUT. To log out of the site click on LOG OUT on left-hand menu.

When you make return visits to the site, click LOG IN on left-hand menu of every page of the site, enter your email address (registered username) and password to login and you can then access your Lightboxes.

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What happens to my personal details?

Your details will be used solely for the purpose of processing online image requests made through this site. You can decide if your details are to be used for marketing purposes of RTÉ Libraries and Archives. If you choose this option, your details will not be sent on to any third party. Please check our policy on data privacy.

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How do I change my account details?

When you login successfully, REGISTER on left-hand menu of every page of the site is changed to UPDATE DETAILS. Click on UPDATE DETAILS and make whatever changes you require to your account details. Click the Update button at the bottom of the page.

What happens if I forget my password?

Click FORGOTTEN PASSWORD on left-hand menu of every page of the site. You will be asked to enter your email address. This must be the email address you used as your registered username for the site. Click on the Send button. A link allowing you to renew your password is then emailed to you.

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How do I use Lightboxes, and what are they for?

A Lightbox is a place where you can save images you have selected during a particular session for future reference. These can be viewed and added to in later sessions and ordered if required. You can create an unlimited number of Lightboxes. There is a maximum of 30 images per Lightbox. You have to register and be signed in to use Lightboxes.

Creating a Lightbox

Once you've signed in to the site a default Lightbox, 'New lightbox', will immediately be available for use. At this point it will not contain any images.

Adding images to a Lightbox

You can select favourite images to organise in a Lightbox selection. When you see an image that you want to save, click on Add or Add to Lightbox. This will save the image to your current Lightbox. To remove an image from a Lightbox click Remove or Remove from Lightbox. This will delete the image from your current Lightbox

If you click on VIEW LIGHTBOX, you will see thumbnails saved to the Lightbox you are currently using.

Viewing a Lightbox

To view your lighbox, go to LIGHTBOX (MY SELECTIONS) on left-hand menu of every page of the site.

Managing lightboxes

If you prefer to name your own Lightbox, in the box provided specify the name of your new Lightbox and click on RENAME LIGHTBOX.

To create a new Lightbox, in the box provided specify the name of your Lightbox and click CREATE NEW LIGHTBOX. If you do not specify a name the Lightbox will be given the next default name 'Lightbox'. The default Lightbox names will continue Lightbox1, Lightbox2 and so on

To delete a Lightbox select the Lightbox to be deleted from the drop down list and click DELETE THIS LIGHTBOX

To select a specific Lightbox while viewing search results, go to the Lightbox dropdown box at the top of the screen. This contains a list of all your Lightboxes. Click the down arrow to select a specific Lightbox. Any image you add will be saved to this particular Lightbox. Click on VIEW LIGHTBOX to see the images you have saved to this specific Lightbox.

Ordering a Lightbox

To order a Lightbox, go to LIGHTBOX (MY SELECTIONS) on left-hand menu of every page of the site. Select the Lightbox you wish to order from the Lightbox dropdown menu. Click ORDER THIS LIGHTBOX. You will then be directed through an ordering process that will ask you to specify how the image/s will be used. The ordering process is based on the image uses listed in our Rate Card. The rate card can be viewed by selecting the RTÉ Stills Library Rate Card option on the left hand menu of every page of the site. If your usage is not covered, please <u>contact</u> <u>us directly</u> to discuss your requirements.

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How many Lightboxes can I create and how many images can I store in each one?

You can have an unlimited number of Lightboxes. A Lightbox can contain a maximum of 30 images.

Can I make an online payment during the ordering process?

No, payment cannot be made online at the moment. Once you have completed the online ordering process by clicking the Request Price button, one of our staff will contact you to discuss payment methods. We request that all payment is made in advance of the order being delivered.

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What forms of payment do you accept?

We accept the following forms of payment.

Credit card

We accept the following credit/debit cards: Mastercard, Visa, Visa Electron, Maestro and Laser. We also accept cheques in the Euro currency made payable to RTÉ Commercial Enterprises Ltd.

Electronic Funds Transfer (EFT)

The RTÉ details for electronic payments are: Bank: Bank of Ireland, College Green, Dublin 2 A/C No. 81035773 Sort Code: 90 00 17 SWIFT CODE BOFIIE2D IBAN: IE36BOFI90001781035773

Please ensure that your company name and RTÉ Stills Library are on the payment details supplied to the bank.

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Will I have to pay VAT on my order?

All customers located in Ireland will be charged Irish VAT

All customers located in another EU member state that provide a valid EU VAT registration number will not be charged VAT by RTÉ

All customers located outside the EU will not be charged VAT

Can I place an international order?

Yes, we accept orders from all over the world.

How do I cancel an order?

During the ordering process, you can cancel your order by clicking the Cancel button found at the bottom of every page.

Where can I get further help?

The RTÉ Stills Library office hours are 09.15-17.30, Monday-Friday. Please contact us by phone on +353 1 208 3127, or email: <u>StillsLibrary@RTE.ie</u>

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