



Image Reproductions Application form Publication and Multi-Media

Art Gallery of New South Wales Art Gallery Road, The Domain, NSW 2000
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Admin only	Date received :	Reference No.
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Applicant

Company

Contact.....

Position

Address.....

State Postcode..... Country

Telephone..... Fax

Email.....

Publication Details

Type

- Book
- Exhibition Catalogue
- Newspaper/Journal
- Newsletter
- Promotional Flyer/Poster
- Brochure
- Presentation/Powerpoint
- TV Programme/Broadcast
- Film/Video/DVD/CD
- CD ROM
- Website
- Other_____

Usage

- Publishing
- Research
- Personal
- Gallery/Museum
- Government Organisation
- Commercial Product
- Other_____

Distribution

- Australia
- Australia + NZ
- World Rights/one language
- World Rights/all languages

Market

- General
- Scholarly
- Educational school/tertiary

Publication title.....
Plus article title and volume/edition for journals

Author/Editor

Publisher

Print run/circulation RRP/WS: \$

Publication/broadcast date Internet duration.....

Date photographic material is required.....
Please allow up to four working weeks from the receipt of application.

I have read and accept the conditions of use attached.

Name

Signature **Date**.....
(Where signatory signs as agent, evidence of authority must be attached)

Image Reproductions Details of material requested

Artist	Title	Medium	Inside/ cover	Size	Material
			<input type="checkbox"/> In-text <input type="checkbox"/> Cover <input type="checkbox"/> Back cover	<input type="checkbox"/> 1/1 <input type="checkbox"/> detail	<input type="checkbox"/> Digital File 300dpi <input type="checkbox"/> Digital File 72dpi - website <input type="checkbox"/> 10x8" b+w print
			<input type="checkbox"/> In-text <input type="checkbox"/> Cover <input type="checkbox"/> Back cover	<input type="checkbox"/> 1/1 <input type="checkbox"/> detail	<input type="checkbox"/> Digital File 300dpi <input type="checkbox"/> Digital File 72dpi - website <input type="checkbox"/> 10x8" b+w print
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Summary of Conditions of use:

1. The permission given is for the use requested and for one edition only. Discounts apply for reprints or further editions on application to this department.
2. Where copyright is required, the Gallery will supply contact details. The Gallery must receive a copy of the permission prior to material dispatch/permission for use.
3. Pre-payment is required for all photographic material/permission for use.
4. Images and captions must be reproduced without alteration unless with written permission from the Gallery.
5. Proofs of all reproductions must be checked and approved by the Gallery prior to printing/transmission/broadcast.
6. Reproduction of the image is only permitted from photographic material supplied by the Gallery.
7. Penalty fees will apply for photographic material lost, damaged or late return.

IMAGE REPRODUCTION TERMS AND CONDITIONS

1. Permission to reproduce from the photographic material supplied is dependent upon the full acceptance of the conditions listed below and will be abrogated automatically if any conditions are infringed. Payment of the Tax Invoice supplied implies acceptance of the Terms and Conditions.
2. Where the Gallery does not control all the rights, the Gallery will notify the applicant of any further rights that need to be cleared. It is the applicant's responsibility to clear the copyright and provide written proof of permission obtained.
3. The rights granted by the Gallery are strictly limited to the use, period of time and territory specified on the Licence. Invoices for reproduction rights issued by the Gallery do not constitute a licence, implied or actual, to grant the rights specified until payment of the invoice in full has been received. On full payment of the invoice, reproduction rights are granted to the Client, as specified on the Licence and are not transferable.
4. Pre-payment of all orders must be made before the release of the photographic material. Payment will only be accepted in Australian dollars or by credit card. Bank transfer fees must be paid by the applicant.
5. The image may not be cropped, bled, overprinted, obscured by print or other text or altered in any way without the prior, written approval of the Gallery and/or Copyright owner. **Applications for details, book covers and commercial products will be considered upon supply of proposed design and must be approved by this department prior to production. Designs can be supplied as PDF, TIFF or JPEG to imagereproduction@ag.nsw.gov.au.**
6. Image and copyright captions must be used without any alteration or abbreviation whatsoever and appear in association with the image. It is the publisher's responsibility to acknowledge the artist and their work correctly in accordance with the *Australian Copyright Act's* Moral Rights. [The accession number is for your reference and need not be included.]
7. If a detail of the image is used, the word 'detail' must appear in parenthesis after the title and date of the artwork.
8. For any alteration to caption or image please seek permission from the Rights and Reproductions Department.
9. The Gallery reserves the right to refuse to supply material or to withdraw approval, where the context of the reproduction is deemed to be unsuitable, inappropriate or contrary to the artist or Gallery interest.
10. The loan of photographic material is for six (6) months only, with the exception of b/w prints which are purchased. Applications for extensions must be received prior to the initial loan expiry.
11. The applicant is liable for the full replacement cost of loss or damage to the photographic material, which must be returned in good condition.
12. **Please note** that a condition of the use of this material is that hard copy CMYK colour and caption proofs are sent to this Gallery for approval prior to publication. Your proof must be accompanied by the RGB proof supplied with the image.
13. Please allow time in your production schedule for this proof approval. Failure to present proofs and to allow for possible adjustments where required may incur a fee of \$330.00 per image and may result in the withdrawal of permission for use.
14. Allow at least four to six weeks prior to your publication deadline for placing your order. Last minute cancellations will incur charges and rush fees will apply.
15. We request two complimentary copies of the publication for our records. This should be sent to the Rights and Reproductions department when available.
16. In order to ensure quality control, the Gallery only allows reproductions from its own photographic material. Images are hired for a six month period, prints are sold and postage and packing is charged to the client. Special delivery arrangements, such as couriers are at the expense of the applicant.
17. The hire of images, purchase of prints or supply of digital scans from the Gallery does not confer the rights to store or reproduce them or make them available to the public in any medium or form except for the reproduction or communication rights stipulated on the Licence to Reproduce. Nor does the supply of photographic material imply the availability of these rights.