

# Request for Permission to Publish Material from the Map Collection of the National Library



1. I request permission to publish (i.e. reproduce, print, display, transmit, project etc for a group of people) the following items from the Map Collection: [include: creator, title, MAP call number]:

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(Attach list if necessary)

2. Title of the publication(s) or website address in which the items will be published:

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3. I will include in the publication at least the following information for each item: creator name, title, map number and the words 'National Library of Australia'.

4. I will place the information listed in (3) on the same page or screen as the image, or in the following place(s) in my publication:

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5. I understand and agree to the following conditions:

- (a) Compliance with the requirements of the *Copyright Act* is my responsibility and the Library is not liable if I fail to comply
- (b) The creator, title(s) and other information are supplied by the Library in good faith; the Library is not liable for any incorrect information supplied
- (c) If publishing electronically I will limit the resolution to a level unsuitable for publication-quality printing
- (d) I will adhere to the following special condition:

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6. Signed: \_\_\_\_\_ Printed name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Explanatory notes are on reverse of the form. Please send form, once signed, to: Map Section, National Library of Australia, Canberra, ACT 2600 Australia, or fax to: +61 2 6262 1653 (Tel: +61 2 6262 1280) Email: [maps@nla.gov.au](mailto:maps@nla.gov.au)

*National Library use only:*

NLA permission granted by:

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Date:

File:

## Explanatory Notes on Request for Permission to publish form

(Numbers refer to paragraphs overleaf)

1. Example: Cook, James. *A chart of New South Wales or the east coast of New Holland*. MAP T 326
2. Write here the title of the book, CDROM, article, TV program, film, exhibition, place of display, conference or presentation, http address or description of web site; or description of merchandise. Descriptions such as “& associated press kit and poster” should be added if multi-use permission is required. If any of the publications, websites etc are not controlled by you, please indicate that on the form.
3. Example: Ortelius, Abraham. *Typus orbis terrarium*. MAP NK 10001.  
National Library of Australia.
4. The Library requires the acknowledgement and caption to be placed in a way that allows this information to be easily accessible to the interested user, for example:
  - On the same page, screen or surface
  - In a list at the back of the book, with page number references; in the border or on the back of a poster; on the labelling of a display
  - On accompanying printed material, such as cassette packaging or notes accompanying a 35 mm slide presentation
  - In film or video credits (acknowledgement only, not citation, required)
  - On a screen reached in one ‘click’ from the web screen on which an image appears, or in text that appears when a cursor is placed over the image
  - As a footer if an image of a map is used as a letterhead.

The Library recognises that it is difficult to include captions in some publications that contain moving images; captions are not required in films and videos.

Acknowledgement of the Library in film and video credits, is, however, still required.

If you use an image multiple times in a publication, you need only acknowledge and cite it once.

If the design constraints of your publication make full citation difficult, please discuss an abbreviated form with the Map Curator (contact details overleaf).

5 (a). The Library may be able to assist by providing details of a copyright contact, if known. The Library no longer requires publishers to seek specific permission to crop, overprint and otherwise manipulate images of Library collection material, except where conditions accepted by the Library during acquisition negotiations oblige the Library to do this, but publishers should be aware of their liabilities under the moral rights sections of the Copyright Act.

5 (c). The Library applies this condition to reduce the likelihood of unauthorised re-use of digital images.

5 (d). The Library may apply special conditions. For example, conditions accepted by the Library at the time the items were acquired, such as acknowledgement of a donor.

Once the form has been correctly completed, it will be signed by an officer of the National Library. The signed form will then be sent to you, for your records.