

Request for Permission to Publish Material from the Pictures 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 Pictures Collection : [include creator, title, accession or call number if known]:

(Attach list if necessary)

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

3. I will include in the publication at least the following information for each item: creator name, title, identifying 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:

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 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:

6. Signed: _____ Printed name: _____

Organisation: _____

Address: _____

Date: _____ Tel: _____ Fax: _____

Explanatory notes are on reverse of the form. Please send form, once signed, to: Pictures Section, National Library of Australia, Canberra, ACT 2600 Australia, or fax to: +61 2 6273 5763 (Tel: +61 2 6262 1370) Email: pictorial@nla.gov.au

National Library use only:

NLA permission granted by:

Date:

File:

Explanatory Notes on Request for Permission to publish form
(Numbers refer to paragraphs overleaf)

1. Example: Jack Loutitt. Portrait of Edmund James Banfield.
 nla.pic-an2283026.

2. Write here the title of the book, CDROM, article, 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: Augustus Earle. Remarkable passage in the cliffs, Port Jackson.
 nla.pic-an2820731 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
 - 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 is used as a letterhead.

Acknowledgement of the Library in film and video credits, and in any printed matter accompanying sound recordings, 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 Pictures Reference Librarian (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.