

## REPRODUCTION REQUEST FORM

Applicant			
Name			
Organisation			
Address			
Phone		Fax	
Email			

Works (Attach separate list if necessary)		
Artist	Title of work	Accession number

Project details					
Title					
Publisher					
Author		Language		Print run	
Publication date		Distribution		Retail price	

Type of project	
Exhibition catalogue	Digital (internet/ CD/DVD/multimedia)
Commercial (book/merchandise)	Broadcast (TV/film)
Educational/scholarly/non-commercial	Other

Image material required
High resolution digital image (TIFF, 300 dpi)
Low resolution digital image (JPEG, 72 dpi)
Other

Use of image material
Interior, whole image
Interior, detail or alteration (mock-up required)
Cover, front or back (mock-up required)
Other

<b>Preferred date for receiving image material</b>	
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<b>FedEx account number (international applicants only)</b>	
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**Privacy Statement:** The information you are requested to provide to the Gallery is personal information and is protected under the *Privacy Act 1988*. The Gallery collects your personal information to process this application. The Gallery will not disclose this information to other parties other than in accordance with the *Privacy Act 1988*.

## Terms & Conditions

1. Permission to reproduce the supplied image material is dependent upon the full acceptance of the Terms & Conditions listed herein and will be automatically revoked if any part is infringed.
2. Where the Applicant seeks to reproduce copyrighted works, the Gallery will notify the Applicant of the copyright holder's contact details, if known. It is the Applicant's responsibility to obtain **written permission from the copyright holder** and to provide a copy of such permission to the Gallery. The Applicant is responsible for any fees that the copyright holder may impose, separate and distinct from any fees charged by the Gallery.
3. Images are **not** to be cropped, overprinted or altered in any way without prior written approval from the Gallery. Requests for such alterations, or for the use of images on book covers and commercial merchandise, will only be considered upon receipt of a realistic mock-up.
4. All fees stipulated by the Gallery for the supply and use of images must be **paid in full** before image material will be dispatched to the Applicant.
5. Each reproduction of an image is to be accompanied by a **caption** supplied by the Gallery. It is the Applicant's responsibility to acknowledge artistic works in accordance with Australia's Moral Rights legislation.
6. The Gallery reserves the right to refuse to supply image material or to revoke reproduction rights where the context or quality of the reproduction is deemed to be unsuitable, inappropriate or contrary to the artist's or the Gallery's interests.
7. All physical items that may be supplied (CDs, DVDs, transparencies, match prints) are **loaned** for a period of **six months only** from the date of dispatch and must be returned in good condition. Requests for extensions must be received in writing prior to the expiry of the loan period. The Applicant is liable for the full replacement cost if image material is lost or damaged.
8. Prior to publication, a **hard copy colour printer's proof** of each image must be sent to the Gallery, **along with the Gallery's match print** (if supplied), for colour-checking and approval. The Gallery will endeavour to approve the Applicant's proofs within 24 hours of receipt.
9. **One complimentary copy** of the publication or product must be sent to the Rights & Permissions Officer immediately upon publication.
10. Reproduction rights are non-exclusive, for **one time use only**, and may not be assigned, transferred or sub-let to any other party.

I hereby agree to abide by the above Terms & Conditions.

Name

Signature .....

Date .....

Name **Nick Nicholson**  
Rights & Permissions Officer  
National Gallery of Australia

Signature .....

Date .....

Please return **page 1 and page 2** of this form by fax, email or post:

Fax **+61 2 6270 6406**

Email [copyright@nga.gov.au](mailto:copyright@nga.gov.au)

Postal address **Rights & Permissions Officer, National Gallery of Australia, GPO Box 1150, Canberra ACT 2601, AUSTRALIA**

## Shipping

### AUSTRALIAN ORDERS

Australian orders are shipped by ExpressPost. A postage and handling fee of \$10.00 will apply.

### INTERNATIONAL ORDERS

International orders are shipped by FedEx and will be charged to the Applicant's FedEx account:

**If a FedEx account number is not indicated in the form, a flat fee of \$AUD 45.00 will apply to cover the FedEx charge.**

## Delivery times

The Gallery endeavours to supply image material in a timely manner to meet the Applicant's deadline and to allow time for checking and approval of proofs prior to publication. The Applicant, however, must take the following caveats into account when placing an order for image material:

### NEW PHOTOGRAPHY

New photography requires up to 12 weeks to complete.

### EXISTING IMAGE MATERIAL

Images produced from existing image material require up to 4 weeks to complete.

### DEADLINES

**Due to variable circumstances, heavy workloads and schedules, the Gallery cannot warrant that the delivery of image material will meet your deadline if the lead time is less than 12 weeks for new photography or less than 4 weeks for images produced from existing image material.**