

PUBLICATION REQUEST FORM & AGREEMENT

Name of applicant		
Organisation		
Address		
Phone		Fax
Email		

Publisher		
Address		
Phone		Fax
Email		

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

Project details				
Publication title				
Author		Language	Print run	
Publication date		Distribution	RRP	

Type of project	
<input type="checkbox"/> Commercial (book/merchandise)	<input type="checkbox"/> Digital (DVD/CD/film/video/internet/broadcast)
<input type="checkbox"/> Educational (catalogue/textbook)	<input type="checkbox"/> Other (please specify)

Image material required
<input type="checkbox"/> High resolution digital file on CD (300 dpi, RGB, TIFF format)
<input type="checkbox"/> Low resolution digital file
<input type="checkbox"/> Other (please specify)

Use of image material
<input type="checkbox"/> In text, whole image
<input type="checkbox"/> In text, detail or alteration (mock-up required)
<input type="checkbox"/> Cover (front or back)/dust jacket (mock-up required)
<input type="checkbox"/> Other (please specify)

Preferred date for receiving image material for publication	
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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 for Reproduction

1. Permission to reproduce from the supplied image material is dependent upon the full acceptance of the terms and conditions listed herein and will be abrogated automatically if any part is infringed.
2. Where the Gallery does not own copyright in the requested image(s), the Gallery will notify the applicant of the copyright holder's contact details, if known. It is the applicant's responsibility to obtain written proof of permission from the copyright holder and to provide a copy of such proof to the Rights & Permissions Officer before the Gallery will dispatch the image material. The applicant is responsible for all fees that the copyright holder may impose, separate and distinct from the fees charged by the Gallery for production of the image material and its usage.
3. The image(s) may **not** be cropped, overprinted or in any way altered, without the prior written approval from the Gallery. Applications for image details, book covers and commercial products will only be considered upon receipt of a realistic mock-up.
4. Pre-payment of the invoice must be made before any image material is dispatched to the applicant. **See invoice for payment terms & conditions.**
5. Captions **must** be published in close association with the image(s). It is the applicant's responsibility to acknowledge the artist and their work correctly in accordance with Australia's Moral Rights legislation.
6. The Gallery reserves the right to refuse to supply image material or to withdraw approval 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 image material is loaned for a period of **six months only** from the date of dispatch. Applications for extensions must be received in writing prior to the expiry of the first loan period.
8. All image material must be returned in **good condition**. The applicant is liable for the full replacement cost if the image material is lost or damaged.
9. Allow at least **8 to 12 weeks** prior to your publication deadline when placing your order. Last minute cancellations will incur charges and priority or rush fees will apply.
10. Prior to publication, a **hard copy colour printer's proof** must be sent, along with the Gallery's proof(s), to the Gallery for colour-checking and approval. We will endeavour to approve the proof(s) within 24 hours.
11. Immediately upon publication, **one complimentary copy** of the publication or product must be sent to the Rights & Permissions Officer.
12. The permission granted by this signed Agreement is personal to the applicant is **non-exclusive** for **one time use only** and may not be assigned, transferred or sub-let to any other party.

I agree to abide by the above *Terms & conditions for reproduction* with regard to all image material supplied by the National Gallery of Australia.

Name:

Title:

Organisation:

Date:

Signature:

Name: **Nick Nicholson**

Title: **Rights & Permissions Officer**

Organisation: **National Gallery of Australia**

Date:

Signature:

Return fax: **+61 (0)2 6270 6406**

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

Shipping

Australian orders

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

International orders

All international orders are shipped by FedEx and will be charged to the applicant's FedEx account. Please indicate your FedEx account number here:

Applicant's FedEx account number:

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

Delivery times

The National Gallery of Australia endeavours to supply image material in a timely fashion to meet the applicant's deadline and to allow time for checking and approval of proofs prior to publication. However, with regard to expected delivery times, the applicant 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.