



Digital Image Request Application Form

TMAG Enquiry no:

Date:

Name of applicant:

Address:

Phone:

Email:

Titles/names of work(s) requested for publication

1.

2.

3.

4.

5.

6.

7.

8.

(If insufficient space please attach list on a separate sheet)

Publication information

Billing address for invoicing:

Author:

Name of publisher:

Postal address of publisher:

Publishing website:

Title of publication:

Type of publication (please tick)

Research

Exhibition/Display

Digital (film, video)

Other (please specify)

Anticipated print date

Retail price

Educational book (catalogue, textbook)

Commercial (book, merchandise)

Internet/ Online

Print run

distribution (Australia / worldwide)

ISBN

Photographic material required: (please tick)

High resolution digital scan on CD (300 dpi at A4)

Lo resolution digital file, emailed (72 dpi at A5)

Other (specify)

Use of photographic material: (please tick)

In text, whole image

In text, detail or alteration*

Cover (front or back) / dust jacket*

Other (specify)

*Note: a mock up is required, see condition.

Commercial and Non-Commercial Image licencing requests are made by completing and returning TMAG's Permissions Forms: Publication Request Application Form + Terms and Conditions - PDF 541 KB
Image requests for Media purposes (news, magazines or reviews), please contact TMAG's Media Office

TMAG 'Image Reproduction' Terms and Conditions

TMAG Enquiry no:

Please read carefully:

Permission will only be deemed given when this form is signed, returned and payment received by the Tasmanian Museum and Art Gallery. Permission is given for 'one time use' only.

The Tasmanian Museum and Art Gallery (TMAG) encourages the use of reproduction images of its collections. In order to maintain the integrity of material held in the collections, and to uphold conditions of acquisition and cultural issues, we require the following listed procedures and terms and conditions to be observed and upheld in accordance with **permission for non-exclusive 'ONE TIME USE ONLY' of items as requested by you in the TMAG 'Permission to Reproduce' form.**

Images relating to First Peoples require a synopsis of the context proposed for the image and a copy of the exact wording that will be printed with the image to be supplied to the First Peoples Department, tmagmail@tmag.tas.gov.au
attention: First Peoples Curators

Copyright

Where the copyright of an artwork is not held by TMAG, it is the Applicant's responsibility to obtain permission, in writing, from the copyright holder and to **supply a copy of the permission, in writing, to TMAG before the digital files can be released.** Any fees charged by the copyright holder are separate to TMAG fees and are to be paid to the copyright holder by the Applicant. Fees charged by TMAG for supply and use of TMAG files, are to be paid by the Applicant, prior to the release of files.

On publication, one free copy of the published material / book / film / DVD is to be sent immediately to the TMAG library, Winkleigh Place, Rosny, Tasmania or GPO Box 1164, Hobart, Tasmania 7001.

The client hereby gives permission for said books / film / DVDs to be used by the TMAG for non-profit educational purposes.

Acknowledgement and citation

Collection: Tasmanian Museum and Art Gallery – is to accompany every reproduction of an item from the TMAG, unless advised otherwise. This credit line, must be clearly visible, on the same page or screen as the image appears, or directly adjacent to the image. If supplied and (*where possible*) **the registration number** should be accessible by 'mouse over' or one click to 'credits window'.

Image Integrity

Members of the public may not photograph or scan items in the TMAG collection or reproduce a TMAG image directly from a publication or display, nor may they photograph prints or photocopies supplied by TMAG, re-copy or hold digital images supplied by TMAG on any form of digital storage media.

The entire image is to be reproduced without cropping, 'bleeding', alteration, manipulation, (ie: colouring), or overprint of any kind unless this has been agreed to in writing by TMAG beforehand. If a detail is reproduced, a separate application specifying the portion or detail to be reproduced must be made, and the word 'detail' must be included in the credit.

Procedure

To reproduce imagery or audio for any purpose from the TMAG collections, permission is required by way of completion of details of proposed use on the 'Permission to Reproduce' form and the signing of the 'Terms & Conditions' form. Both completed forms then need to be returned to TMAG (GPO Box 1164, Hobart, Tasmania 7001) for approval. There is approximately a two-week turn around if the digital asset already exists. In the case of photography or scanning required, please allow a three to four week turn around. **Permission is given for non-exclusive, one time use only, of items requested from the TMAG collections.**

Tasmanian Museum and Art Gallery
GPO Box 1164, Hobart TAS 7001 Australia
tmagmail@tmag.tas.gov.au
www.tmag.tas.gov.au



TMAG Signed Agreement Form

When large numbers of images are involved arrangements may be negotiated for an overall fee.

Payment can be made by credit card phone: 03 6165 7001 TMAG reserves the right to refuse applications.

Declaration

I have read and agree to the above conditions

Name:

Signature:

Date:

Permission is granted for non-exclusive **'one time use' only** and may not be sub-let, transferred or assigned to any other party.

Signature:

Date:

Authorising Officer, Tasmanian Museum and Art Gallery

Please return both completed and signed forms to:
Imaging & Copyright Officer, Tasmanian Museum and Art Gallery,
19 Davey Street, Hobart, Tasmania 7000 – GPO Box 1164, Hobart, Tas. 7001
Phone: 61 3 6165 7001