

Image Request Form

Please forward any queries to : artcollection@acu.edu.au

| | |
|--------------|--|
| Applicant | |
| Name | |
| Organisation | |
| Address | |
| Phone | |
| Email | |

| Works | (attach separate list in necessary) | |
|--------|-------------------------------------|---|
| Artist | Title of work | Accession no. (e-hive catalogue record) |
| | | |
| | | |

| Project details | | | |
|------------------|--|--------------|--|
| Title | | | |
| Publisher | | | |
| Author | | Print run | |
| Publication date | | Retail price | |
| Language | | ISBN No. | |

| Type of project | |
|--|--|
| <input type="checkbox"/> Exhibition catalogue | <input type="checkbox"/> Digital (internet/ CD/DVD/multimedia) |
| <input type="checkbox"/> Commercial (book/merchandise) | <input type="checkbox"/> Broadcast (TV /film) |
| <input type="checkbox"/> Educational / scholarly /non-commercial | <input type="checkbox"/> Other (please specify) |

| Image material required |
|--|
| <input type="checkbox"/> High resolution digital image (TIFF, 300 dpi) |
| <input type="checkbox"/> Low resolution digital image (JPEG, 72 dpi) |
| <input type="checkbox"/> Other (please specify) |

| |
|------------------------------------|
| Please add any further information |
|------------------------------------|

Terms & Conditions

Any reproduction of images of artwork from the ACU Art Collection must be properly acknowledged and made in accordance with Copyright Law. All Copyright arrangements will be documented and bound by way of the Copyright Agreement (see Appendix (e)).

A request must be submitted at least four weeks before the intended use of the image by completing the image request form.

Approval to use an image from the ACU Art Collection will depend on right obtained when the ACU acquired the artwork. Permission to reproduce the work will be declined if copyright approval cannot be obtained.

Where requests are approved, the user must agree to the following conditions of use:

- The organisational area will be required to pay for the cost of a high resolution reproduction of the image (if required).
- An authorised user is responsible for an image's appropriate reproduction or online communication.
- Authorised users must make every effort to preserve the integrity of the image and must not attempt to alter it in any way. Images are not to be cropped, overprinted, or altered.
- The art curator will only give final approval for an image's use on receipt of a final, pre-publication proof of the print or on-line publication/material provided by the authorised user.
- The art curator must be notified prior to publication or communication of any proposed changes in the design, promotional intent or distribution of the publication/material that may change the agreed use of the image.

The following acknowledgement must accompany the reproduced artwork image + caption detail:

- Each reproduction of an image must be accompanied by an artwork caption supplied by the Art Curator's office.
- Reproduced with permission from the artist and assistance from the Art Curator, Office of the Vice-Chancellor and President, Australian Catholic University.
- The authorised user must lodge two copies of the print publication/material with the Art Curator's office
- Please allow 14 working days to process the request.

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