



Picture Coffs Harbour is a joint project of  
Coffs Harbour City Library and  
Coffs Harbour Regional Museum  
[www.picturecoffsharbour.org](http://www.picturecoffsharbour.org)  
Services of Coffs Harbour City Council



## Picture Coffs Harbour – Photographs loaned for digitisation form

*If you need help filling out the form please contact staff at the Library or Museum*

Your name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_

### Details of the photographs you would like to loan:

*e.g. subject matter, names of people, places or events in the photo, date of photo, type of photo (print, negative, digital, etc.)*

Number	Information about the photograph(s)	Photographer (if known)	Receipt number

*continued on back*

Black & White  Quantity: \_\_\_\_\_ Colour  Quantity: \_\_\_\_\_

- I would like to loan photos to Coffs Harbour City Council (CHCC) to be digitised and made available online. The originals will be returned to me.

### Copyright

For the purposes of the Picture Coffs Harbour collection, the copyright owner is the person who took the photograph or commissioned the photograph. Photographs made before 1 January 1955 are no longer in copyright. If you are the copyright owner, you have the option of granting permission to Coffs Harbour City Council to make use of your photo in a variety of ways. For more detailed information about copyright, please see the Picture Coffs Harbour factsheet.

- I am the copyright owner       I am unsure who the copyright owner is

- I understand and agree that CHCC may supply copies, or allow users to make copies for research or study. CHCC may make preservation or working copies of the material to help preserve the originals. CHCC may make copies for curatorial and catalogue purposes related to any exhibition of the photographs and allow others to do so. CHCC may reproduce the material in CHCC's publications and for publicity purposes. CHCC may make digital copies of the material. CHCC may make and sell copies of the material to third parties, and authorise third parties to reproduce and publish the material. I agree that CHCC may choose not to digitise or accept any items which are duplicates or otherwise not required for the collection.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted on behalf of Coffs Harbour City Council by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library / Museum

## Photographs loaned for digitisation form (*continued*)

When completed please send form to either:

Coffs Harbour City Library  
Locked Bag 155  
Coffs Harbour NSW 2450  
Phone: 02 66484900 Fax: 02 66484906  
Email: [coffs.library@chcc.nsw.gov.au](mailto:coffs.library@chcc.nsw.gov.au)

Coffs Harbour Regional Museum  
Locked Bag 155  
Coffs Harbour NSW 2450  
Phone: 02 66484848  
Email: [museum@chcc.nsw.gov.au](mailto:museum@chcc.nsw.gov.au)

Your name: \_\_\_\_\_ Date: \_\_\_\_\_

### Details of the photographs you would like to loan:

*e.g. subject matter, names of people, places or events in the photo, date of photo, type of photo (print, negative, digital, etc.)*

Number	Information about the photograph(s)	Photographer (if known)	Receipt number

***Thank you for your donation to Picture Coffs Harbour***

For office use only					
Date sent to ECM		ECM IR no.		Staff initials	