



Picture Coffs Harbour is a joint project of
Coffs Harbour City Library and
Coffs Harbour Regional Museum

www.picturecoffsharbour.org

Services of Coffs Harbour City Council



Picture Coffs Harbour – donation form

This form records the donation of photographs to one of the above Coffs Harbour City Council (CHCC) cultural institutions and consists of:

- Part 1 - transfer of ownership
- Part 2 - a detailed list of the photographs being donated
- Part 3 - copyright ownership and permissions

Part 1: Transfer of ownership

I warrant that I am the owner of the material/s listed in Part two of this form and I am hereby donating the material/s to Coffs Harbour City Council.

Your name: _____

Postal address: _____

Phone number(s): _____

Email: _____

Signature: _____

Part 2: Details of the photographs you would like to donate

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) |
|--------|-------------------------------------|-------------------------|
| | | |

continued on back

Black & White Quantity: _____

Colour Quantity: _____

- I would like to donate photos to Coffs Harbour City Council (CHCC) to be digitised and made available online.

Name: _____

Part 3: 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 or I am unsure who the copyright owner is

and

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)

| <i>For office use only</i> | | | | | |
|----------------------------|--|-------------------|--|-----------------------|--|
| Date sent to ECM | | <i>ECM IR no.</i> | | <i>Staff initials</i> | |

