



Donating images to Picture Coffs Harbour

Purpose

Key information for people interested in donating or loaning images to Coffs Harbour City Council for inclusion in Picture Coffs Harbour

Picture Coffs Harbour is a joint project of Coffs Harbour City Library and Coffs Harbour Regional Museum, which aims to digitally preserve and improve access to historical pictures significant to the Coffs Harbour region by making them available online.

The Library and Museum are both services of Coffs Harbour City Council.

Selection

The following guidelines will be used when selecting images to be digitised in Picture Coffs Harbour:

- should be an identifiable place within the Coffs Harbour region and surrounding areas
- should document a historic event that has taken place within the Coffs Harbour region and surrounding areas
- should document the growth and development of the Coffs Harbour region and surrounding areas
- should document the people of the Coffs Harbour region and their activities
- copyright status will affect whether the photograph is digitised

In addition, blurry and/or indistinguishable images are not included unless they have a unique feature.

Donations

Our preference is that original photographs are donated to the Coffs Harbour City Council, which we will preserve and make available online as a digital copy. The original photograph will be housed at the Coffs Harbour Regional Museum. If you wish, we can provide you with a free digital copy.

We will accept temporary loans of photographs which we will then digitise, adding the digital copy to our collection. The original will be returned to you. We ask that you give us the rights to use the digital copy, as part of our collection.

If you have a photo or photos to donate or loan, please complete the relevant donation form. Include as much information about the photograph as you can on the form, such as date of photograph, photographer, where photograph was taken, circumstances and names of people in the photograph.

If you are planning on lending a large number of photographs, please contact the Library or Museum to arrange a suitable time to meet with staff.

Please note: The Library/Museum maintains right of refusal of any photograph deemed not suitable for the Picture Coffs Harbour project.

Copyright

In Australia, copyright law is set out in the *Copyright Act 1968*. Copyright exists for photographs taken after 1 January 1955, and lasts for seventy years after the death of the photographer. Copyright is a legal right that gives copyright owners the right to control certain activities with their works. These activities include copying and, depending on the type of work, publication, performance, adaptation and communicating the work to the public (for example, by making it available online).

If your photographs are in copyright, we need to obtain the permission of the copyright owner in order to add the images to our collection. If you are the photographer of the images, or the legal heir of the person who took the photographs, you are the copyright owner.

You have two options if you are the copyright holder of the photographs:

- a) You can give copyright to the Coffs Harbour City Council, which would then mean Council has full rights over the use of the images, although we would continue to permit you to use them for personal, non-commercial use.
- b) Alternatively, the owner of the copyright may give a licence or permission to allow certain rights to be granted to Coffs Harbour City Council. A non-exclusive licence allows the copyright owner to retain their own copyright in full but allow the Council to perform all actions listed in the donation form.

Orphan works

Orphan works describe those items where it is impossible to trace or locate the copyright owner. This could be for a number of reasons; original ownership is uncertain due to the lapse of time or many transfers of ownership or the item is unpublished or published anonymously.

Coffs Harbour City Council undertakes that all reasonable steps will be taken to contact the copyright owner of the photograph and to attribute the creator where it is reasonable to do so.

If we determine an image to be an orphan work, Coffs Harbour City Council will use the image as deemed appropriate until such time as the copyright owner is identified.

Use of Images

Images in Picture Coffs Harbour are provided for research purposes only and must not be reproduced without the prior permission of Coffs Harbour City Council.

When using an image from Picture Coffs Harbour, users must attribute the source of the image as follows:

Photograph courtesy of Picture Coffs Harbour

Although copyright may no longer subsist in rare and printed works, photographs etc., held in the Museum or Library, permission must still be sought from these services before reproducing them. Where images are still in copyright you must also request clearance from the copyright holder before you may reproduce it.

If you wish to copy, adapt, publish, distribute or commercialise any images from Picture Coffs Harbour you must complete the image order form and return to the Coffs Harbour Library or Coffs Harbour Regional Museum. Fees are applicable.

Unauthorised commercial publication or reproduction of images from Picture Coffs Harbour is specifically prohibited.

For enquiries phone: Museum on 66515239 or Library on 66484900

For further information visit the Picture Coffs Harbour website:

www.picturecoffsharbour.org

