



Heritage Collections Image Use Request

Melbourne Cricket Club, Australian Sports Museum, Australian Gallery of Sport & Olympic Museum

Name and contact details of applicant

Full name					
Position					
Organisation					
Postal Address					
Suburb					
State		Post Code		Phone	
Email Address					

Type of image file(s) required

Do you have special requirements such as minimum size, resolution or format?
No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, please provide details:

Image/object details

Registration no.	Title <i>(Attach separate sheet if necessary and indicate here)</i>	Special Instructions

Please complete and return via email to heritageservices@mcc.org.au



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Proposed purpose/use of image(s)

Personal Use/ Research

Details	
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Print or digital publication

Type of publication (eg book, website)	
Title	
Author(s)	
Publisher	
Anticipated circulation	
Date of publication	
URL (if published online)	

Exhibition

Organisation	
Title	
Date	
URL (if published online)	

Please complete and return via email to heritageservices@mcc.org.au



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Handling Fees for Digital Image Requests

Original Materials	Standard Handling Fee
Existing Digital Image	\$11.00 (per 1-5 images)
Small 2D Object <i>(works on paper, booklets, photographs)</i>	\$19.00 (per object, up to 5 pages if same object)
Large 2D Object <i>(works on paper, booklets, photographs)</i> 3D Object	\$19.00 - \$49.00 (per object - depending on size and difficulty)
Large, heavy or fragile Object <i>(requires additional handling)</i>	Price on application

Fees will be calculated on the assessment of this completed form and a payment link will be sent to the email provided. Images will be processed and sent to the email provided once payment is received.

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Terms and Conditions

I declare that:

- I would like to order the image(s) listed above and agree to abide by the terms and conditions set by the Melbourne Cricket Club (MCC).
- I require the copy/copies described on this form for the purpose as outlined above.
- I will make further application to the MCC as necessary if further use of the material is intended.
- I understand that if the material is in copyright, that only 10% of the whole work can be reproduced by the MCC and provided for private research purposes only.
- I understand that permission may be withdrawn at any time if any part of these conditions is infringed and that I shall be liable to indemnify the MCC for any loss which it suffers because of such infringement.
- I will abide by the Image and Acknowledgement Schedule indicating required image captions, credit lines and any special instructions (included with the digital image/s supplied).
- If I have indicated above that I require the image(s) for publication,
 - I will not, without the consent of the MCC, further reproduce nor allow others to reproduce copies of any of the images cited above for any purpose other than that specified.
 - I undertake to include in the publication full acknowledgement of MCC as the source of the items described on this application and to give the full accession number of the work.
 - I undertake to respect the moral rights of the creator and donor/lender of the material by correctly and adequately acknowledging reproduced material with captions and credit lines provided by the MCC and by giving due consideration for the creator's honour and reputation.
 - Where the MCC does not own all rights, I am fully responsible for compliance with copyright and all other rights which relate solely to the use of the image/s described above.
 - I undertake to supply the final proofs for the approved end-use, for approval by the MCC.
 - I will deposit with the MCC Collections, a copy of any work written or relevant part thereof or online URL, which quotes material from the MCC Collections or which is in any way dependent on the MCC Collections.

Signature of requestor: _____ Date: ____ / ____ / ____

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