

## REPRODUCTIONS: TERMS & CONDITIONS

### GENERAL

- The Gallery requires applications to be made in writing for permission to make any reproduction of items in its collection. Permission is dependent on full acceptance of the conditions below.
- Delivery time, usually within 4 to 6 weeks.
- Credit card payment is preferred. Please do not send cash with this form. All orders must be paid in advance.

### PUBLICATION FEE

- The Gallery, as proprietor of material in its collection, charges a fee for publication or commercial use of this material [see photographic pricelist for details]. This fee is additional to charges made to cover the cost of processing and supply of images. Acceptance of fees is required before permission to publish is given.

*please note – the commercial or other use of works from the collection may be offensive on ethical or cultural grounds. For this reason, care must be taken in the use made of such reproductions. The Gallery may need to contact applicants to discuss the intended use of certain works.*

### COPYRIGHT

- The Gallery does not often hold the copyright of items in its collection. Responsibility for obtaining permission of the copyright holder, before publication, rests with the applicant. The applicant is required to produce written authorisation from the copyright owner before permission to publish is given.
- Any fee payable to a copyright holder is additional to fees due to the Gallery.

### REPRODUCTION CONDITIONS

1. Permission, if granted, is for once only use, as specified on the application form. All reprints, further editions, re-use of printing plates or digital images require a new application and a separate fee may be payable.
2. The Gallery reserves the right to refuse applications.
3. The Gallery assumes no responsibility for any royalty claimed by or on behalf of the artist, and will not negotiate copyright clearances.
4. Works must not be cropped, overprinted or visibly manipulated.
5. It is prohibited to make photographs from any reproduction.
6. The Gallery will provide captions, which must be used as supplied except by prior arrangement with the Gallery. It is preferable for the credit to appear adjacent to the reproduction, where this is not possible it must appear in a manner which allows clear identification of the artwork. Incorrect or incomplete credit lines must be corrected in future editions. For television, films, videotapes and audiovisuals, acknowledgement in end credits is acceptable.
7. Every image used on a web site, computer network or CD Rom must be accompanied by the following text: Permission of the Dunedin Public Art Gallery must be obtained before any re-use of this image.
8. One copy of the publication containing the reproduction/s is to be supplied free of charge for the Gallery's Library. Please forward to the Librarian, DPAG, P O Box 566, Dunedin 9054.