

## Reproductions: Terms and Conditions

### General

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- The Gallery requires applications to be made in writing for permission to make any reproduction of items in its collection. Permission to reproduce is dependent on full acceptance of the conditions below.
- Delivery time, depending on the size and complexity of the order is usually within two to three weeks.
- Credit card payment is preferred, alternatively you will be invoiced when your order is completed. Please do not send cash with this form. Overseas orders must be paid in advance, or by credit card.

#### **Maori Portraits:**

- For private use or study the Gallery can provide an A4 size reproduction print.
- For any other uses, the Gallery requires permission from a descendant.
- Please refer to the Guidelines for Reproductions of Maori Portrait and the Iwi Consultation Request form.

**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. Generally, permission is not granted for the reproduction of portraits as mass produced prints for commercial gain.

### Publication Fee

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- 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.
- The publication fee may be negotiated for non-profit making groups and societies, each application is considered on its relative merits – please contact the Reproductions Co-ordinator.

### Copyright

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- 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. The Gallery may be able to assist by supplying the copyright holder's address.
- Any fee payable to a copyright holder is additional to fees due to the Gallery.

### Reproduction conditions

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- 1 Permission, if granted, is for once only use, as specified on the application form. All reprints, further editions, reuse of printing plates, transparencies or image files 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 any copyright clearances.
- 4 Works must not be cropped, overprinted or visibly manipulated.

## AUCKLAND ART GALLERY TOI O TĀMAKI

- 5 It is prohibited to make photographs from 35mm slides, transparencies or 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 audio-visuals, acknowledgment in end credits is acceptable.
- 7 If publication of an acknowledgment might indicate the Gallery's endorsement of a particular product, political or religious belief, the Gallery may determine that no acknowledgment is to be made.
- 8 Every image used on a web site, computer network or CD Rom must be accompanied by the following text: Permission of Auckland Art Gallery Toi o Tamaki must be obtained before any re-use of this image.
- 9 One copy of the publication containing the reproduction/s is to be supplied free of charge for the Gallery's E H McCormick Research Library. Please forward to the Reproductions Co-ordinator.
- 10 Transparencies remain the property of the Gallery and must be returned promptly after use. A fee of \$250 will be charged for loss, damage or non-return of a transparency.