



Donation and use of Photographs by Willoughby City Library

The Concourse, 409 Victoria Avenue, Chatswood. NSW 2067
Phone (02) 9777 7900

This form allows you to say how the material you are donating to Willoughby City Library may be used by the Library. Please complete Parts 1 and 2.

PART 1: DONATION

Willoughby City Library agrees to take custody of the items listed below and to make the items or copies of the items available for exhibition, internet viewing (including social media platforms), public research and/or study.

Donor name:	Postcode:
Address:	

Phone:	Email:
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Photographs/digital images donated with accompanying descriptive information (attach list if necessary):

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I warrant that I am the owner of the photograph/s listed above and I am hereby donating the photograph/s/digital images to Willoughby City Library.

Donor signature:..... Date:.....

Witness signature:..... Print name:.....

Library Representative signature:..... Date:.....

Library Representative name:.....

For office use only

Date sent to ECM:.....

PART 2: COPYRIGHT REQUIREMENTS

- Photographs taken before 1 January 1955 are deemed to be out of copyright
- Copyright belongs to the photographer or the commissioner of the photograph
- Copyright lasts for 70 years after the death of the photographer/commissioner
- Owning or having the photograph in your possession does not guarantee copyright

Copying of the Library's collections is controlled by the Copyright Act. The Library will take all reasonable care to prevent breaches of its, and your, copyright in both print and digital media. If you have not assigned copyright to the Library, the Library will need to contact you, or your agent, if it receives requests for reproduction. The Library will try to exert all reasonable care to ensure that your moral rights in your material are protected.

The Library does not demand exclusive use over the copyright of your material. Although the Library would like some copyright control for its purposes, it does not wish to restrict your rights to license third parties to use the material. The Library, however, will not be responsible for any costs or actions arising from third party usage.

Copyright Ownership

Do you own the copyright of the photographs being donated?

Yes – complete below Section 1 or Section 2

No – name of & details of copyright owner/photographer if known:

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Copyright Permission

Section 1:

I am willing to **transfer exclusive copyright** I own in the photograph/s to Willoughby City Library, i.e. not retain any copyright myself.

I,, warrant that I am the owner of copyright in the photograph/s listed in Part 1 and assign that exclusive copyright to Willoughby City Library.

Signature:..... Date:.....

Witness signature:..... Name:.....

Section 2:

I wish to **limit Willoughby City Library's use** of my photograph/s **while I have copyright.**

Limitations:.....

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Signature:..... Date:

Witness signature:..... Name:.....