

Request Form For Photographs

Held by the Royal Melbourne Hospital Health
Sciences Library incorporating the Victorian
Mental Health Library

The Royal Melbourne Hospital Health Sciences Library, incorporating the Victorian Mental Health Library, of Melbourne Health holds the photograph collection entitled the 'Mental Health Photograph Collection' on behalf of the State of Victoria, acting through the Department of Health. Library users may not use or have access to the photographs unless the library user satisfies certain conditions within this form (including, if relevant, signing a copyright licence) and signs this form. Where permission is granted to access and use the photographs, permission is granted by Melbourne Health on behalf of the State of Victoria.

1. Name & Organisation: _____ of
(name of individual)
_____ (library user)
(name of organisation – only complete if you are accessing the photograph on behalf of the organisation)

2. Address: _____

3. Telephone: _____

4. Title: _____

5. Proposed use of the photograph(s) including those taken in 1955 or after, or of photographs where the date of creation of the photograph is unknown:

a) View and take notes
(Please complete section 6 only)

b) Copy for research, study, criticism or review
(Please complete section 6 and section 8)

c) Copy or publish for the services of the State of Victoria
(only possible for library users who are employees of a State
Department or an emanation of the Crown)
(Please complete section 6 to 8)

Other (Please complete item 6 to 8):
Please note: Access to use, copy, publish or distribute the materials,
for **Non-Commercial Use only**.
Subject to the terms of the Licence (available upon request)

Please Specify:

6. Requested Photograph(s):

Photo ID	Title	Other Photo Information

** If you wish to use more than five photos, please fill in additional forms specifying details of each photo.

7. To copy or publish for the services of the State of Victoria
 Publication(s) or website address(es) in which the item(s) will be published:

Photo ID	Place I wish to Publish item(s) e.g. title of book / periodical or website	Purpose of Publication

Copyright Licence Agreement

8. I, _____ of _____

declare and warrant that the information supplied by me in this request form is complete, true and correct in every detail and that I am over the age of 18 years. I hereby agree that:

- (a) Melbourne Health may provide any details contained within this form, including my personal information and a copy of this form or the Copyright Licence, to the Department of Health.
- (b) In using the photograph(s), I will sufficiently acknowledge the State of Victoria as owner of the photograph.
- (c) Compliance with the requirements of the **Australian Copyright Act** is my responsibility and Melbourne Health is not liable if I fail to comply
- (d) Cost incur in copying the item.
- (e) If I am from an organisation and I am accessing the photographs on behalf of the organisation, I am authorised to sign this form on behalf of the organisation.

Signature : _____ Date : _____

Title of signatory : _____

Please send the form, once signed, to:

The Royal Melbourne Hospital Health Sciences Library,
incorporating the Victorian Mental Health Library
PO RMH _____ Or fax to: +61 3 9342 8615
Parkville 3050
Victoria Australia

Enquiries may be emailed to: rmh.libinfo@mh.org.au Or phone: +61 3 9342 8617

<i>Office use only:</i> _____	Date: _____ File: _____
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Explanatory Notes on Request form

(Numbers refer to paragraphs of the form overleaf)

6. Requested Photograph(s):

Example:

Photo ID	Title	Other Photo Information
1.261	Dr. Dax receiving an award.	Key Words: Anniversaries and special events.

7. To copy or publish for the services of the State of Victoria
Publication(s) or website address(es) in which the item(s) will be published:

Write the reason you require the photo, and how it will be used. This is to ensure compliance with Copyright Law, and because of the extremely sensitive nature of some of the photos in the collection.

Example:

Photo ID	Place I wish to Publish item(s)	Purpose of Publication
1.261	Journal: <i>Family Matters</i> <i>or</i> The History of Psychiatric Care in Australia, 3 rd edition <i>or</i> http://www.myresearchsite.com.au/	Writing a history of prominent psychiatrists in Victoria's history for use by mental health clinicians.

Please note the Library need all fields completed (where applicable) to process the request.