READING ROOM
DIGITISATION REQUEST FORM

Instructions

1. Submit the completed form (both sides) and the Digitisation Item Form to the Reading Room, Level 3, Baillieu Library or via email to reading-room@unimelb.edu.au.

2. When your request has been approved, you will be notified via email and directed to make payment online.

3. The University Digitisation Centre (UDC) will contact you with instructions for retrieving the digitised images.

1. REQUESTOR DETAILS

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

2. COPYRIGHT DECLARATION:

Select the relevant option(s) from the list below. You are responsible for complying with copyright including seeking the consent of the copyright owner where necessary. See website links for additional information.

- ☐ The material is being used for my own research and study as permitted under fair dealing for research and study – http://go.unimelb.edu.au/2dx
- ☐ I own copyright in the material and hold all the necessary rights to it, including the rights to use copyright material created by other people included in the work, such as extracts or images – http://go.unimelb.edu.au/5ni
- ☐ The University of Melbourne owns copyright in the material and it will be used for University purposes or the University has granted me permission for my intended use – http://go.unimelb.edu.au/4ni
- ☐ The material is out of copyright – http://go.unimelb.edu.au/7ni
- ☐ The material is being used for teaching purposes as permitted under the Part VB Statutory Licence and the intended use meets all the requirements of the licence – http://go.unimelb.edu.au/5f9
- ☐ Permission has been granted by the copyright owner or rights holder and evidence of the permission can be provided on request.
- ☐ At the request of a library user for their research and study purposes under s49 or s51 and all the requirements of s49 or s51 have been fulfilled.
- ☐ The material has been licensed under Creative Commons or similar open licensing scheme.
- ☐ For preservation or other purposes as permitted under s51A and all the requirements of s51A have been fulfilled.
- ☐ The material is being digitised to assist a person with a disability – http://go.unimelb.edu.au/w5x
- ☐ The Copyright Office has determined that the intended use is covered by s200AB.
3. REPRODUCTION DETAILS:

Format required:  PDF [ ] TIFF [ ] JPEG [ ] Other: 
Include Inscription:  Yes [ ] No [ ] 
Image Resolution:  300dpi [ ] 600dpi [ ] Other: 

REASON FOR REQUESTING REPRODUCTIONS:

Research or study [ ] (continue to section 5)
Publishing or exhibiting material [ ] (please complete section 4)

4. PROPOSED USE OF MATERIAL (complete applicable ONLY if intending to publish or exhibit)

<table>
<thead>
<tr>
<th>Type of use (book, exhibit, website etc.):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Creator/Author/Curator:</td>
<td></td>
</tr>
<tr>
<td>Publisher/Organisation:</td>
<td></td>
</tr>
<tr>
<td>Print run or expected audience size:</td>
<td></td>
</tr>
<tr>
<td>Date of publication or opening:</td>
<td>Date of closing:</td>
</tr>
</tbody>
</table>

5. SIGNATURE:

I ______________________________ understand that the following conditions apply to my use of the material:

- The source of this material is correctly acknowledged, as advised by the relevant collection manager.
- No further reproductions of the material will be made without the written consent of the collection manager.
- **No adaptation or modification may be made of the work without the prior written consent of the collection manager.** This includes cropping the image, or enlarging beyond the original size, unless such requirements are approved in writing. Deviations from direct reproduction of the original are to be specified in the caption to the reproduction.
- If the material is to be published, that I agree to provide to the relevant collection manager:
  - Full bibliographic details of the publication if the material is to be published in a book, serial or exhibition; and
  - Two copies of the printed publication (or the e-publication) for University of Melbourne use.

Signature: ______________________________ Date: ______________________________

COLLECTION MANAGER: ______________________________

Signature: ______________________________ Date: ______________________________

This information is required for copyright administration and ordering purposes, and as such all fields are compulsory. Supplied information will be held secure and will not be disclosed for any other purpose than the above stated. Individuals have the right to gain access to their personal information held by the University. Information on the University’s Privacy Policy is accessible via the University website. Privacy enquiries may be emailed to privacy-officer@unimelb.edu.au.