

## REQUEST TO USE IMAGES OR TEXTS ASSOCIATED WITH MARY MACKILLOP, JULIAN TENISON WOODS AND THE SISTERS OF SAINT JOSEPH

**Please fill in this form, save it on your computer, then attach it to an email with copy of image or text required** and send to [imagerequest@sosj.org.au](mailto:imagerequest@sosj.org.au) or forward to:

Image Requests, Congregational Administration Centre, PO Box 1508, North Sydney, NSW 2059

### **Please Note**

*Use of any publications of the Sisters of Saint Joseph, including websites and other multimedia is subject to the Copyright Act 1968 (Cth.). In particular, reference to any material written by Mary MacKillop must be attributed to her as the Author.*

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### **Commercial Use**

*All requests to use images or text associated with Mary MacKillop's name to produce or manufacture merchandise for commercial use will be directed to the Congregational Leadership Team for approval. Where approval is granted, a "Non- Exclusive Licence Agreement" setting out the terms acceptable to the Trustees of the Sisters of Saint Joseph will be required. Administration fees may also apply.*

*The pro-forma Licence Agreement can be obtained on request from the Trustees of the Sisters of Saint Joseph.*

### **Non-Commercial Use**

*All requests to use images or text associated with Mary MacKillop's name for non-commercial use will be considered. Where approval is granted, users will be required to comply with the "Terms and Conditions for Non-Commercial Use of Text and Images" setting out the terms acceptable to the Trustees of the Sisters of Saint Joseph.*

### **Permission and Acknowledgement**

*Where requests are approved, permission is granted on a one-off basis only. A new application is required for any further requests.*

*This acknowledgement must be noted on any publication: "Used with the permission of the Trustees of the Sisters of Saint Joseph. Not to be reproduced without the permission of the Trustees"*



**Timeframe**

We will endeavour to process your request as soon as possible, but please allow a minimum of 2 – 3 weeks for this. Commercial requests may be subject to a longer turnaround depending on the nature of the request.

<b>IMAGE/ TEXT DESCRIPTION</b> <i>Attach a copy of image/s or text to your email where applicable.</i> <i>For images specify below format &amp; resolution required if known.</i>	<b>SOURCE</b> <i>Specific web address or book/ publication with page reference/s.</i>	<b>USE</b> <i>Where and how the image /text will be used e.g. power point, lecture, lesson, research/study, leaflet, banner, cards, book, journal etc).</i>	<b>OFFICE USE ONLY</b>
		<b>COMMERCIAL USE: YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	<b>APPROVED YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
		<b>COMMERCIAL USE: YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	<b>APPROVED YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
		<b>COMMERCIAL USE: YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	<b>APPROVED YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
		<b>COMMERCIAL USE: YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	<b>APPROVED YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
<b>OFFICE USE ONLY</b>  Signature: _____ Date: _____			