

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

Please fill in this form, save it and attach it to an email with copy of image or text required and send to 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 St 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.

Organisation			

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 referred to the Merchandising Committee for approval. Where approval is granted, a "Non-Exclusive Licence Agreement" setting out the terms acceptable to the Trustees of the Sisters of St 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 St Joseph.

Non-Commercial Use

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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 St 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.

IMAGE/ TEXT DESCRIPTION	SOURCE	USE	OFFICE
Attach a copy of image/s or text to your email where applicable. For images specify below format & resolution required if known.	Specific web address or book/ publication with page reference/s.	Where and how the image /text will be used e.g. power point, lecture, lesson, research/study, leaflet, banner, cards, book, journal etc).	USE ONLY
			APPROVED
			YES 🗆
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