



Port Phillip City Collection: image reproduction service

Pricing and Format information 2019-2020

Reproductions of images from the Port Phillip City Collection are available in digital format. We endeavour to make as many images as possible available for reproduction however some are not able to be reproduced due to copyright or other restrictions.

Price list

Format	Price per single image (gst inclusive)
Digital File A4 up to 25Mb, (300dpi) Tiff or Jpg	\$37.50
Digital File A3 up to 50Mb, (300dpi) Tiff or Jpg	\$39
Digital File A2 – A1 up to 100Mb, (300dpi) Tiff or Jpg	\$45

**The City of Port Phillip currently does not charge publishing fees for print or electronic media.

Conditions for Image Reproduction and Publishing – in print or electronic media

- Publication of images is conditional upon acknowledgement of the **Port Phillip City Collection** with each use of every image.
- An Image Reproduction Application form must be completed for the reproduction or publication of an image
- The form is available at heritage.portphillip.vic.gov.au or from artheritage@portphillip.vic.gov.au.
- If any item is still in copyright and the copyright does not reside with the City of Port Phillip, it is the responsibility of the person making the request to obtain copyright permission from the owner and to provide written evidence of permission to Art & Heritage Services before the reproduction request can be processed.
- If the image(s) will be reused, a new application form must be submitted, or multiple uses noted on one application form. A reproduction fee will be charged for each image for each media format e.g. print, website, film.

Payment

- All orders must be paid in full before the application is processed and images delivered.
- Payment can be made by cash, cheque or credit card (most credit cards accepted, and incur a 0.5 % surcharge).
- The Credit Card Authority Form is available by contacting Art & Heritage Services and can be returned by email.
- Cheques are payable to the **City of Port Phillip**.



Special requests

Art & Heritage Services will consider special requests for a reduction in image reproduction fees for students and non-profit organisations however note that our image reproduction service operates on a not-for-profit basis. Requests should be made in writing.

Delivery by email

Digital files can be delivered via the Microsoft OneDrive electronic drop box.

Delivery by post

For delivery by post please provide or purchase a USB from us.

Service	Price (gst inclusive)
Verbatim Pinstripe 16GB USB	\$10
Postage and handling fee (within Australia)	\$5.50 - \$10
Courier delivery fee (Melbourne metro area) current Courier fees apply	Approx. \$20 - \$25
Delivery outside Australia by arrangement	

Collection in person

You can pick your image up in person by bringing your own USB (or include purchase in the cost of the image reproduction fee).

Contact

Port Phillip Heritage Centre & Emerald Hill Library

195 Bank Street, South Melbourne.

Tel: 03 9209 6416

Email: artheritage@portphillip.vic.gov.au

Web: heritage.portphillip.vic.gov.au

Postal Address: Art & Heritage Services

Private bag 3.

St Kilda PO, VIC 3182