

Cultural Permission Form

Aboriginal Cultural Material

What is this form for?

In accordance with the Aboriginal and Torres Strait Islander Cultural Material and Intellectual Property Guidelines, this Permission Form is issued to clients who need to obtain permissions from depositors, copyright owners, UNE and/or Indigenous communities prior to accessing or using items in the UNE collection, beyond what is permitted by the relevant deposit agreement and the Copyright Act 1968 (Cth).

Section A: must be filled in by the person seeking access.

Section B: must be filled in by a person or group whose permission is being sought.

Depending on the material and the nature of the request, the person or group whose permission must be sought might be: a depositor of collection material or their authorised delegate; a copyright owner of collection material; a UNE representative authorised to approve access or use in accordance deposit conditions; or an Indigenous person or group with cultural authority over knowledge contained in collection material. In some cases it may be necessary to seek permission from more than one person or group.

What process do I need to follow?

1. This form is given to clients wishing to access, use or make available UNE collection materials in the ways described above.
2. The client fills in Section A of this form.
3. The client, or in some cases UNE on the client's behalf, will consult with the person or group whose permission is required (UNE may provide advice on who to consult).
4. The person or group giving permission will complete and sign Section B of this form.
5. A copy of the signed form is given to UNE.
6. The client completes a separate Deed of Indemnity promising to use the material in accordance with this Permission Form and all relevant laws, regulations and policies.
7. The client is given access to the relevant material.

Privacy – How will my personal information be managed?

The personal information provided in this form is collected for the purposes of actioning your request. It will be managed in accordance with the *Privacy & Personal information protection Act 1998* (NSW) as embodied in the [University's Privacy Management Plan](#). Only authorised UNE staff members and representatives will have access to your personal information. If you wish to access or correct the information provided you can do so by contacting the Associate Director, University Collections via, njarry@une.edu.au. Your information will be retained as long as necessary to fulfil your request and then deleted or archived in accordance with requirements in the *State Records Act 1998* (NSW).

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SECTION A (all clients must fill out section A)

1. My contact details

First Name	<input type="text"/>	Last Name	<input type="text"/>
Organisation	<input type="text"/>		
Address	<input type="text"/>		
Town/City	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Country	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

2. Collection material details

Call number/ item number:

Title or description of item:

Known sensitivities (e.g. secret/sacred):

3. Intended use of the material

- Onsite access at UNE for research or study
- Copying for research or study
- Onsite access for personal or family use
- Copying for personal or family use
- For use in judicial proceedings
- Publication (making the collection available to the public)
- Further information attached

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If publishing, how will you attribute the copyright owners/Indigenous communities featured in the material?

Who else must you obtain permission from before proceeding with the intended use described above?

What are the benefits for Indigenous communities and traditional owners of you gaining access to the material identified above?

4. Terms and conditions

1. You (the client) understand that you are required to seek the permission stated in section B of this form before accessing or using the collection material described.
2. You understand that while UNE may be able to provide some information on the appropriate people or persons to contact to seek permission in Section B, you alone are responsible for seeking and getting permission.
3. You promise that you will consult meaningfully with the relevant person approached for permission under Section B and you will provide them with clear and accurate information relating to your intended use so that the person or persons can make an informed decision about whether to grant you the relevant consents.
4. You agree that the person who has signed Section B is the relevant and appropriate person to grant you the authority to use the relevant collection material.
5. You agree that your access and use of the requested collection material is subject to the limitations listed on this form and contingent on signing a UNE Deed of Indemnity.
6. You understand that any permissions given to use UNE collection materials is subject to the Copyright Act 1968 (Cth), relevant deposit agreements, cultural restrictions, UNE guidelines, policies and procedures and all relevant laws and regulations.
7. You agree to appropriately cite or attribute UNE collection materials.

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Section B (the person or group giving permission must fill out section B)

1. Permission given by

First Name	<input type="text"/>	Last Name	<input type="text"/>
Organisation	<input type="text"/>		
Address	<input type="text"/>		
Town/City	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Country	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

2. Relationship to the collection material

Depositor (or their authorised delegate)

Copyright owner

An Aboriginal or Torres Strait Islander stakeholder

Community, language or clan group:

A UNE representative authorised to approve access or use in accordance with deposit conditions

3. Terms and conditions

I (the person giving permission to the Client):

1. have, to the best of my knowledge, received accurate and complete information about the proposed use of the collection material by the client and am satisfied with the consultation done by the client in seeking this permission; and
2. give full authority and permission to the client to use the collection material listed in Section A for the purposes described in Section A; and
3. warrant to UNE that I have the full rights and authority to grant the permission requested under this agreement, whether by way of copyright, deposit agreement, or Indigenous cultural authority, and indemnify UNE against any loss, damages, claim or action taken against UNE in reliance of that warranty; and
4. Understand that any permissions given to use UNE collection materials are subject to the Copyright Act 1968 (Cth), relevant deposit agreements, cultural restrictions, UNE guidelines, policies and procedures and all relevant laws and regulations.

4. Permission for use

I, the person giving permission for the client to use the collection material in accordance with the conditions set out in this Permission Form, do formally give consent for that use

Signature: _____ Date: _____