

IONA COLLEGE

A Ministry of the Missionary Oblates of Mary Immaculate

Request for Archival Copy: report/statement/photograph/VHS tape

(Please note: The charge is \$25 per copy)

Family						
Name:			Date of birth:			
Given						
Names:			Year of exit:			
Postal						
address:						
			Postcode:			
Phone:	(w):	(h):	(m):			
Email:			Fax:			
Full description of report/statement/photograph/VHS tape (including year)			Reason for request	Cost (\$25		
				per copy)		
DELIVERY METHOD:						
☐ I would like to collect the document/s, or photograph/s or copy/s of the VHS tape/s from Iona College Reception.						
☐ I would like the College to post/email the document/s or USB to me. Postage for sending a USB would be an						
additional \$10.						
additional \$10.						
Signature:			Date:			
(This signature must be verified, please read explanatory notes overleaf)						
(This signature must be verified, please read explanatory notes overlear)						
Verified by:			Date:			
Phot	to ID: Licence No F	assport No	Other			

CONDITIONS OF USE:

In consideration of being given access to the documents or images specified above, the applicant agrees to the following terms and conditions:

- The applicant will be responsible for ensuring compliance with the Copyright Act (1968) and its amendments, with respect to the reproduction and use of images.
- All media are supplied subject to the material not being broadcast publicly, copied, scanned, resold, edited, downloaded or screened to paying audiences or used for any commercial purposes.
- Media may not be used on photo-sharing or social media websites.
- The applicant agrees to reproduce the media accurately and not alter them in any way which might alter their historical or artistic integrity. Digital manipulation and/or modification of media provided by Iona College Archives under the terms of this agreement is expressly forbidden.
- All use of scanned/copied images must identify Iona College Archives as the source and include appropriate
 identification of the item as follows: "Iona College Archives", Credit should appear next to the image and, if
 distributed electronically, the caption must be integrated into the image.
- The applicant will indemnify Iona College and hold its agents harmless from and against all claims, damages, liabilities, costs and expenses arising out of or in connection with the use or reproduction of the images.

EXPLANATORY NOTES

Signature:

Your signature must be certified by a Justice of the Peace or Commissioner for Declarations.

Photographs:

• Please note: Photographs are in digital format only, as Iona College has no facilities to print photographs. If applying in person or by post, a memory card or USB flash drive must be provided. If applying by email, a digital photograph will be sent as an attachment.

Results:

- If you request copies of **results**, because of privacy legislation, Iona College must take steps to be satisfied with your **identity** as the applicant before releasing results. Results will not be made available to a person acting on your behalf. Results will not be given orally.
- Only certified copies of results can be provided.

VHS tapes:

• If you request a copy of a **tape**, because of privacy legislation, lona College must take steps to be satisfied with your **identity** as the applicant. A freshly formatted USB with a minimum capacity of 4Gb needs to be supplied on application. If postage is required, there would be an additional cost of \$10 for postage and packaging.

Application by post/email/fax:

- Payment must accompany the application.
- A certified copy of photo ID and applicant's signature should be provided. Acceptable ID includes a
 current driver's license, passport, TAFE or University student card. In their absence, certified copies
 of a birth certificate, current photo and signature will be sufficient.
- Items will be available for collection/posting/emailing within **ten working days** following receipt of your correctly completed application.
- This application should be **posted** to: **Iona College, PO Box 351, Wynnum Central, Qld 4178 emailed** to: **admin@iona.qld.edu.au** or **faxed** to **07 3893 8800.**

Over-the-Counter application:

- Please bring **one form** of **photo identification** to Iona College reception and complete this application in the presence of Iona College staff.
- Your signature to verify receipt will be required.

Signature (on receipt):		Date:			
PAYMENT METHOD:					
Cheque – Drawn to Iona College					
☐ Electronic Funds Transfer to BSB 064133 Account 10335514. Use your surname as 'Reference'.					
$\ \square$ CREDIT CARD PAYMENT (Post,	email, or fax)				
	MasterCard	VISA			
Card No.:					
Expiry Date:/Card Holde	er's Name:				
Signature:	Date: Amo	ount: \$			

OFFICE USE ONLY: Paid Archives - Rec'd: Copied: