

CCAC ARTWORK REPRODUCTION REQUEST FORM - return completed form to ccac@concourttrust.org.za

Requester name: _____ ID No: _____

Institution: _____ Designation: _____

Address: _____

Email: _____ Telephone(s): _____

ARTWORK FOR WHICH REPRODUCTION RIGHTS ARE SOUGHT

NOTE: A reproduction request form needs to be completed for each artwork for which reproduction permission is sought.

Title of work: _____

Artist/s: _____ CCAC # (if known): _____

PURPOSE AND EXTENT OF REPRODUCTION

Please state where or how the image for the artwork will be used – for example, for a publication, film, educational product, thesis, journal article, etc. Please include provisional title, release / broadcast date, distribution area and quantity, usage size, venue / date of exhibition, as relevant.

TERMS AND CONDITIONS

- The Constitutional Court Trust (CCT), custodian of the Constitutional Court Art Collection (CCAC), may assist in getting approval for the reproduction of CCAC artworks. The right holder(s) is to be determined on a case-to-case basis.
- A reproduction request needs to be submitted **at least three months in advance**; shorter processing times cannot be guaranteed, but may be accommodated on a case to case basis, as is feasible.
- Personal information of artists or right holders will not be divulged unless so approved.
- Licensing fees and royalties may or may not be payable, to be determined on a case-to-case basis.
- Digital images will only be released if due approval has been granted and on receipt of proof of payment, if applicable.
- A mandatory caption crediting the artwork and its ownership, as supplied by the CCT, must accompany any use.
- A mock-up/proof of how the artwork(s) is to be used should be submitted to the CCT for approval prior to publication.
- If artworks from the CCAC are reproduced in an exhibition catalogue, research publication or multimedia product, a copy of the publication or product is to be provided to the CCT and the right holder(s) at no cost.
- The reproducer assumes full legal responsibility for any infringement of copyright that may occur through unauthorised reproduction and/or publication.

I hereby acknowledge understanding and accepting the terms and conditions of submitting a reproduction request.

Signature: _____ Date: _____

For internal use only:

High res copy provided by CCT? YES / NO

Outcome letter provided:

Name of CCAC staff member:

Signature: