Library and Information Services Centre (LIBRIS)

National Institute of Education

Tel: 6790-3625 Email: libris@nie.edu.sg

Image Use Undertaking Form

- 1. Please read the restrictions and requirements overleaf carefully.
- 2. By submitting the information, you consent to the National Institute of Education (NIE) collecting, using, disclosing and/or processing the information for the purpose of adherence to the copyright regulations of Singapore.

Full name: Email:

3. Please complete the form and send it to libris@nie.edu.sg

AG/Office/Programme: Staff/Stude		ent Card No.:	
Address:			
Telepho	ne No.:(Office)	(HP	
I request permission to use the following image(s) from the Visual Memories Collection (Digital Images Collection):			
S/No	Title of Image	Image ID (Shown in item record as Image XXXX.jpg)	

Description of Project:			
The image(s) will be used in :			
If other (Please specify):			
Author/Creator:			
Author address:			
Author telephone:			
Title/Description:			
Publisher/Sponsor:			
Publisher address:			
Publisher telephone:			
Print run/Circulation:			
Cover price:			
Publication / Release date:			
Purpose of Use:			
This use is :			
Distribution rights and language:			
Distribution rights desired :			
Language (check one):			
□ One language (specify only language):			
□ Several languages			
I certify that the information on this form is correct. I have read and understood the restrictions and requirements for use, and I accept them unreservedly.			
Signature: Date: Date:			
For Office Use Only:			
Permission is granted Permission is not granted			
(Name / Designation) (Signature) (Date)			
Remarks:			

RESTRICTIONS AND REQUIREMENTS

Conditions for Use:

I understand and agree to the following conditions:

- (a) Images from NIE Visual Memories (Digital Images Collection) may not be reproduced, resold or commercially used without specific written permission from the NIE Library.
- (b) All images should be used in their entirety. Images may be re-sized but not digitally altered or used as a background for other images. I may not create derivative works from any image.
- (c) The right to use this image is non-exclusive and the Library may grant similar rights to other persons or entities.
- (d) The right is non-transferable and I may not assign my right to use this image to anyone else.
- (e) My right with respect to these images is limited to use and I will not acquire any ownership or other interest in these images by using them. I may not sell, distribute or take other such action with respect to them.
- (f) I will not use these images to show or imply NIE endorsement of any commercial product or enterprise, or to indicate that the NIE concurs with the opinions expressed in, or confirms the accuracy of any text used with these photographs. If the images depict or relate to identifiable persons, I may not use them in a manner which suggests the persons' association with or endorsement of any product, service, opinion or cause.
- (g) The photographer, title(s) and other information are supplied by the Library in good faith; Library is not liable for any incorrect information supplied.
- (h) The Library may revoke my permission to use these images at any time and for any reason. Upon notice from the Library that my permission has been revoked, I must stop all use of these images immediately.
- (i) The Library does not claim to control all rights of reproduction for all images in its collection. I assume all responsibility for clearing reproduction rights and for significant infringement of the Singapore Copyright Act. Compliance with the requirements of the Singapore Copyright Act is my responsibility and the Library is not liable if I fail to comply.

Terms of Use:

Permission is granted for one-time use only. I will not reuse the image without the written permission of the Library. Subsequent use of these images is restricted and requires additional permission authorization.

Acknowledgement of Use:

As far as possible, the following copyright notation and acknowledgement should appear on the same page or screen as the image:

"© NIE. Courtesy of NIE Visual Memories." – for images taken by ME's officially assigned photographer(s)

© [photographer's name]. Courtesy of NE Visual Memories." - for all other images

A copyright notation that appears on a different page or screen from the image must bear the name of NIE or the photographer.

I agree to furnish to the Library at no cost immediately upon publication:

- for print materials a copy of the intact material or a photocopy of the page containing the credit line
- for films still photographs or printouts of the title frame and the frame showing the picture credits
- for web sites an image of the page showing the credit line
- for discs a photocopy of the packaging or document accompanying the disc (e.g. CD cover, booklet) showing the credit line.

Last Revised: 27 May 2021