

Western Australian Herbarium Image Donation Form

I (Name of Donor)

of (Address)

hereby grant to **The State of Western Australia** acting through the **Western Australian Herbarium** of the Department of Biodiversity, Conservation and Attractions ("Herbarium"):

(Please tick the appropriate boxes.)

Copyright (choose A, B1, B2, or C)

(A) The whole of the copyright in the photographs as set out in Section 2 below and Attachment A, free of charge and encumbrances, including ownership of the original physical photographs (in slide, print, negative or digital form).

(B) A non-exclusive right to use the photographs as set out in **Section 2** below and **Attachment A**, free of charge, including the right to reproduce, publish, and communicate to the public, under the following conditions:

(B1) Only for display in FloraBase, including "Fair use" as defined in the Copyright Statement at <https://florabase.dpaw.wa.gov.au/>.

(B2) In any Departmental project at the discretion of the Curator of the Herbarium.

(C) Acknowledge that the photographs as set out in **Section 2** below are already owned by The State of Western Australia by virtue of the photographs being taken in my State Government employment or on State Government-owned equipment.

2. Application of Copyright (choose A or B)

The above transfer of copyright or grant of right applies to:

(A) All photographs of mine held at the Herbarium, including any photographs sent to the Herbarium after the date of signing of this Agreement.

(B) Only the photographs listed in Attachment A, below.

3. Owner Warrant (choose A or B)

We warrant that **clear acknowledgement will be given to you** as the photographer in any use to which we put the photographs.

(A) I warrant that I am the absolute owner, free from encumbrances, of the copyright in the photographs I am donating.

(B) I warrant that The State of Western Australia is already absolute owner, free from encumbrances, of the copyright in the photographs I am donating.

Signature: (type name below, or insert signature)

Date:

Email:

Phone:

Please email this form along with Attachment A to herbarium@dbca.wa.gov.au with the subject "Image Collection Donation Form." Once we receive your form, we will contact you to help you deliver your images to us.

Please retain a copy of the completed form and Attachment A for your future reference.

Attachment A

If you have chosen option **2B** above, you must attach a list of all photographs you are donating. Include the following information for each slide, negative, print, or digital file you are donating. An example of this document is available for download with this donation form ("Photograph List").

- **File Name** – only necessary if the photograph is a digital file, e.g. a JPEG, TIFF, or other digital image file.
- **WAHerb Sheet Number** – only necessary if a voucher specimen was taken for the subject of the image and that voucher specimen has been (or will be) given to the WA Herbarium.
- **Collector's Name & Number** – of the voucher specimen lodged in the Herbarium.
- **WACensus NameID** – the unique number of the taxon name in WACensus. This is only necessary if the WAHerb Sheet Number cannot be filled.
- **Plant Name** – the botanical name given to the plant in the photograph.
- **Photograph Number** – a number that uniquely identifies the photograph. A format commonly used is your initials plus a unique number, such as "ABC1234".
- **Plant Identified By** – the person who identified the plant in the photograph (only necessary if no voucher specimen has been lodged at the Herbarium).
- **Photograph Date** – the date on which the photograph was taken.
- **Location** – the location at which the photograph was taken.

