

## Terms and Conditions – Community Collection Photo Submissions

### Eligibility

1. The Port Phillip Heritage Centre accepts submissions to its Community Collection from people:
  - a. Aged 18 and over
  - b. Aged 14 to 17 with permission from their parent or guardian
2. People 13 and under are not able to participate in this program.
3. Multiple submissions are welcome and encouraged. Contact the Port Phillip Heritage Centre to discuss large submissions [LocalHistory@portphillip.vic.gov.au](mailto:LocalHistory@portphillip.vic.gov.au)

### Photograph Requirements

4. We accept born-digital images or digital surrogates of prints or negatives.
5. For physical photos or objects, please fill out the Art and Heritage submission form: <https://cityofportphillip-4.snapforms.com.au/form/art-and-history-submission>
6. Photographs must be in JPEG, PNG, or TIFF (preferred) format.
7. Photographs must be of reasonably high resolution to be added to the collection.
8. Photographs should not include watermarks or other branding.
9. Photographs containing an image of a living person must be accompanied by a signed photo consent form from that person.
  - a. If a person under 18 years of age is identifiable in the photo, a photo consent form must be signed by the parent/guardian.
  - b. Contact details of the parent/guardian must be supplied for the submission to be valid.
10. Photographs must not contain inappropriate content. Inappropriate content is at the discretion of Port Phillip Heritage Centre staff.

### Image Editing and Manipulation

11. Basic post-production adjustments are permitted, such as:
  - a. Cropping
  - b. Adjusting brightness, contrast, or color balance
  - c. Sharpening or noise reduction

d. Creative enhancements that do not alter the factual content of the image (e.g., converting to black and white) are acceptable.

1. The following are **not permitted**:

- a. Use of AI tools to generate, replace, or add elements to the image
- b. Composite images that misrepresent the original scene
- c. Deepfake or synthetic content

### **Submission Requirements**

12. Submissions should be made through the submission form on the Port Phillip Library Service website.

13. Submissions are free.

14. Submissions are accepted all year round.

### **Privacy and Consent**

15. By submitting an image, you consent to the collection, storage, and use of your personal information (including identifiable images) for the purposes of the Community Collection.

16. You understand that your image may be displayed publicly online and in physical exhibitions.

17. You may withdraw your consent at any time by contacting the Port Phillip Heritage Centre. Upon withdrawal, reasonable steps will be taken to remove your image from public access.

### **Copyright**

18. Each photographer retains copyright of their image(s).

19. In submitting a photograph, the entrant:

a. Warrants that the photograph is their original work and that they are the copyright owner of the photograph.

b. Grants the City of Port Phillip a non-exclusive, perpetual licence to use, reproduce, and communicate the image for archival, educational, and promotional purposes.

c. Licenses the image under Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International (CC BY-NC-SA). This allows others to share, adapt, and build upon your work for non-commercial purposes, provided they credit you and share under the same terms.

d. Acknowledges that the photograph may be used within Council publications, promotional and marketing material, including videos, catalogues, magazines, newspaper articles, brochures, social media, and on Council's website. Images will be credited with the name of the photographer when used by the City of Port Phillip Council.

### **Moral Rights**

20. You consent to reasonable editing or cropping of your image for display purposes and waive any objection under moral rights provisions of the Copyright Act 1968.

### **Other**

21. The entrant indemnifies the City of Port Phillip Council against any claim, legal or otherwise, that may arise out of publication of image(s).

22. The City of Port Phillip Council reserves the right to reject any submission deemed to be in breach of these Terms and Conditions.

23. The City of Port Phillip Council is under no obligation to publish the submission within any timeframe, and entry to the program does not confer any right of approval to entrants.

24. By submitting an image, the submitter guarantees that all the above Terms and Conditions have been met. Any entry found to breach these Terms and Conditions will be rejected or removed.

### **Declaration**

I declare that I have read and accept the Terms and Conditions of entry, and the details that I have provided on this form are true and correct.