**To be used for all requests to view artworks/objects held in the Mildura Rural City Council – Mildura Arts Centre (‘MAC’) permanent collection.**

Members of the public may request to view artworks/objects from the MAC permanent collection where those artworks/objects are not on display.

A maximum of three artworks/objects only may be viewed at any one time.

Requests will be considered on a case‑by‑case basis with preference given to researchers. Due to the size and fragile nature of some artworks/objects, viewing requests may not be able to be accommodated.

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| **APPLICANT** |
| Organisation |  |
| Contact |  |
| Position |  |
| Address |  |
| State, Postcode, Country |  |
| Phone |  |
| Email |  |

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| --- |
| **ARTWORK/OBJECT DETAILS** |
| Artist name |  |
| Title, Year |  |
| Accession number |  |

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| --- |
| **ARTWORK/OBJECT DETAILS** |
| Artist name |  |
| Title, Year |  |
| Accession number |  |

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| **ARTWORK/OBJECT DETAILS** |
| Artist name |  |
| Title, Year |  |
| Accession number |  |

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| --- |
| **REQUESTED VIEWING DAY/TIME** |
| **First preference** |
| Day and date |  |
| Time |  |
| **Second preference** |
| Day and date |  |
| Time |  |

|  |
| --- |
| **REASON FOR ACCESS** *(please be as detailed as possible)* |
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| **I have read and accept the Terms and Conditions** |
| Name |  |
| Signature |  | Date |  |

# MILDURA RURAL CITY COUNCIL

# PRIVACY COLLECTION STATEMENT

Mildura Rural City Council collects Personal Information for municipal purposes as specified in the Privacy and Data Protection Act 2014. The information collected in this form is used only for the purposes specified (primary purpose) and is not passed on to third parties. Council may disclose this information but only if authorised or required by law. Council may not be able to process your request unless sufficient information is given. Should you need to change or access your personal details, or you require further information regarding Council’s Privacy Policy please contact Council’s Privacy Officer.

**Please submit this completed form to:**

**Registrar and Collections Officer**

**Mildura Arts Centre**

**PO Box 105**

**Mildura VIC 3502**

**arts\_centre@mildura.vic.gov.au**

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| **TERMS AND CONDITIONS** |
| 1. Viewing access is by appointment only and must be supervised by a MAC Gallery and Heritage staff member.
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| 1. Only MAC Gallery and Heritage staff may handle artworks.
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| 1. Appointments can be made for 10–30 minutes; extended viewing times are only possible in special circumstances.
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| 1. No food or drink, except bottled water, is permitted in the viewing space.
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| 1. Image capture is not permitted. Reproductions can be requested by completing an **Image Request** form (available on application).
 |
| 1. Access to permanent collection storage facilities is not permitted.
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| 1. Applicants must abide by the conditions set out by MAC when viewing collection artworks/objects and follow all instructions from MAC Gallery and Heritage staff during their visit.
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