

New guide on using, licensing and commissioning images

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Best Practice

A guide to using, licensing and commissioning images

SELECTING IMAGES

COPYRIGHT

CONSENT

CHECKLIST

RESOURCES



Selecting images

Internal resource

oxforduniversityimages.com

Museum collections

External resource

Image libraries: rights managed v. royalty free

Creative Commons

Licensed under Creative Commons, free of charge

Commissioned images

BAPLA: British Association of Picture Libraries & Agencies



Copyright

Your responsibility to ensure you have the appropriate permissions & copyright to use an image before publication.

The photographer owns the copyright - commissioned and non-commissioned

You can buy the licence: rights managed, royalty free

Or the copyright can be assigned to you

Acknowledgements/credits are part of the licence agreement



Consent

- Where a person features prominently and is clearly identifiable s/he must sign a consent form.
- Images of a child require parent/guardian consent.
- A consent form is not required for a large group of individuals, e.g. at conference or event, but you should notify them verbally or with a clear notice. Or public event such as football match.
- Interiors of a building/private grounds need written permission of the owner before taking photos. Within the University this would be departmental administrator or college bursar.



