

## Handout #3 – Photoshop Elements – Legal Concerns

SIGNATURE RELEASES	COPYRIGHT CONCERNS
<p><b>Who owns the image?</b></p> <ol style="list-style-type: none"> <li>1. If you use a photo of a person, get a signature release.</li> <li>2. Design a release form for each use (web page, library display, slide show).</li> <li>3. Have a standard release form for people that submit photographs for web pages.</li> <li>4. Your library may already have a release form prepared.</li> </ol>	<p><b>Again, who owns the image?</b></p> <ol style="list-style-type: none"> <li>1. Get permission!</li> <li>2. Protect your images in print and on the web with a copyright statement.</li> <li>3. Your library may already have published copyright policies for use of images in print and on the web.</li> </ol>

See the Infopeople course materials for: **Copyright Issues for Digitization Projects – 2005**

*<http://www.infopeople.org/training/past/2005/dig-copyright/>*

**Sample copyright statement from the Berkeley Public Library:**

©2008 Berkeley Public Library

**Sample copyright statement from the UC Berkeley Library:**

© 2008 The Regents of the University of California. All rights reserved.

**Sample signature release form:**

### PHOTOGRAPHY RELEASE FORM

I hereby grant to           (name of library)           the irrevocable and unrestricted right to use and publish photographs of me, or in which I may be included, for library publications, electronic reproductions (web sites) and/or promotional materials or any other purpose and in any manner or medium. In addition, I grant my permission to alter the same without restriction; and to copyright the same. I hereby release the photographer and           (name of library)           from all claims and liability relating to said photographs.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_