

## Background

The BDS now has hundreds of slides, photographs and digital images in its possession for use in publications, displays and on the website. The collection has built up over time as a result of donations from BDS members and others, as well as special projects. The BDS has always endeavoured to acknowledge photographer copyright and seek the photographer's express permission when requests are received to use images for other purposes. However individual contact details change over time and sadly some of our original photographers are now deceased. Given these circumstances it was felt necessary to draft a policy regarding photographs and their use within the Society.

## Cataloguing of photographs/images

- Those holding photographic stocks on behalf of the BDS should endeavour to record details of each image. The minimum details to be recorded are the photographer's name, the photographer's contact details and the subject of the photograph. A method for easy identification and retrieval of images should also be employed. Any new donations or acquisitions of photographs should also note the level of copyright permission given to the BDS for their use.

## Use of photographs/images

- Copyright remains with the original photographer unless gifted to the BDS and the BDS will always endeavour to put a copyright message to the photographer with the image when it is used.
- The BDS may use images for its own publications / website / social media and any other reasonable form of publicity for or within the Society.
- The BDS will make clear its request that images are not reused in other websites, publications or for display without the user receiving the permission of the BDS or the original photographer first.
- When a request is made to use an image, the BDS will make every attempt to contact the original photographer, unless full permission for the photograph's use in this way has already been granted to the BDS. **It must be noted that if all reasonable attempts to contact the photographer have failed or the original photographer is deceased, the BDS retains the right to grant permission for the image's use.**
- The BDS may charge a fee per image for any commercial use where BDS has been given the copyright. The standard BDS fee is currently £50 per image, but this can be varied or waived.

## Photographs and the Law

- At the time of this policy review photographers are at liberty to take photographs in public places, including photographs of children, provided they are not derogatory or indecent or used for commercial purposes.
- Photographs taken in public places can be published online or in print without restriction, particularly if no other personal identifying information accompanies the photograph.
- Photography on private sites may be limited or disallowed by the property owner / manager. Such restrictions, if known or clearly displayed, should be respected at all times.
- To avoid unnecessary complications later, photographers should seek parent / guardian permission verbally if focussing on specific children or vulnerable adults with a view to later use and publication of those images.
- Photographers should immediately stop taking photographs of specific people or places if requested to do so or if permission to take such photographs is denied.

## **Statements regarding photographs**

All photographs and other images received by the BDS must be acknowledged. A standard reply could take the following form:-

“Thank you for sending the photograph/image of ... to the BDS. Are you happy for the BDS to keep and use this image in future publications and online, copyrighted to you?”

The BDS must make its policy on the use of photographs clear at all times. The statement below can be found on the BDS website and a similar statement should be used whenever appropriate in other media.

On the BDS website (<https://british-dragonflies.org.uk/>) it says:

All photos published on this site are copyright of the original photographer and are reproduced with their permission. All other content of this site is copyright of the British Dragonfly Society except where explicitly stated otherwise.

Additionally the Photo Library page (<https://british-dragonflies.org.uk/bds-photo-library/>) says:

The photos in this library are available for people to use for educational activities and resources. When using these images you must credit the authors.