

# UNIVERSITY OF NEW ENGLAND PHOTOGRAPHY AND PHOTO RELEASE POLICY

The University of New England is a private, nonprofit organization that employs staff and engages independent contractors to capture and produce photographic and audio-visual content drawn from campus life, events, ceremonies and other activities that advance the mission of UNE.

Whenever UNE contracts with a photographer/videographer to capture photos or video, the agreement includes specific language, which makes the content a “work-for-hire” under U.S. copyright laws. As a result, UNE is the owner of all material that has been captured and may decide how and when to use this material.

There are two circumstances when members of the UNE community should be aware of and notified of the presence of a photographer, and in certain situations, should be asked to sign a photo release form.

First, when a specific or identifiable individual is captured on film or video, the photographer or videographer must secure each identifiable individual’s permission to capture and use his/her name, image, or likeness. Please use the official photo release form. The photo release form must be used when capturing photo/video within a small enclosed space, such as a classroom or another area not generally open to the public.

In circumstances when there are large gatherings or when it would be impracticable to secure individual releases because an event takes place outdoors with many people present, it is not necessary and may not be possible to secure individual consent. In this instance, the photographer or videographer may post an easily visible sign at all entrances stating that a “Photographer is Present.” Photographers should always err on the side of securing a release, if possible.



INNOVATION FOR A HEALTHIER PLANET