

Publishing Photos and Works of Members on the Web

Release Form

Legal Issues: Permission

As with all photographs, permission to use images is crucial. The following is a sample release form for chapters and other groups. It is important to remember that all works are copyrighted as soon as they are created in a tangible form; therefore, permission to publish should also be obtained for works created by members. Newsletters that are published on a website should be reviewed for possible violation of permission before publishing. It is suggested that every member sign a permission form every year and that the forms be filed with either the newsletter editor, chapter webmaster, or chapter web watcher. Below is a sample form. Modify it to fit your chapter needs.

Sample Form

Letter and Permission Slip

Dear Member,

[Insert name chapter] has a website on the Internet. The purpose of this website is to inform people about our chapter and to share work created by our members.

Our newsletter editor and our webmaster may want to put photos of our members, and writing or art work created by our members on our website. Because information posted on our website may be seen by people all over the world, there is a separate permission form to be signed giving permission to publish images and other works. The address for our site is [Insert Chapter URL]. For security reasons, only first names will be used. Please sign and return the slip below.

If you have any questions, please contact [Inset name] at [Insert email address].

Thank you.

Signed by [newsletter editor or webmaster]

Internet Web Publishing Permission Slip

I give my permission for my:

Name _____

Contact information _____

Photo _____

Writing _____

Art work _____

to be included on the website for [Name of chapter]. The address for our site is [Insert Chapter URL].

I understand that these items may be published on the World Wide Web (WWW), and/or our chapter newsletter. The copyright for all writing and artwork remain the property of the respective creator. Since the photos, writings and artwork may be seen throughout the world by people with access to the WWW through the Internet, for security reasons, only first names will be used.

Name _____

Signature _____

Date _____