Photography Usage

A picture is worth a thousand words, but which images can you use without bumping into copyright laws or licensing restrictions?

UF/IFAS Communications (ICS) recommends using images taken by UF faculty and staff before any other source. ICS provides a photo database (**http://photos.ifas.ufl.edu/**) with thousands of images that can be searched and downloaded using a current UF/IFAS Gatorlink username and password. Using photographs from sources outside of the University can be done as long as **all** licensing restrictions required for each image are followed.

UF SOURCES

UF/IFAS Photo Database	**http://photos.ifas.ufl.edu/**
UF/IFAS Entomology Photos	**https://uflorida.sharepoint.com/teams/IFAS-ENTNEMDEPT/ InsectPhotoCollection/Forms/Thumbnails.aspx**
UF Stock Photos	**http://identity.ufl.edu/resources/stock-photography/**
National 4-H Flikr	**https://www.flickr.com/photos/128520025@N03/albums**

MICROSOFT OFFICE STOCK IMAGES

DO include MS Stock images in presentations, documents, or other MS Office files.

DO export these to PDF for sharing.

DO NOT copy/paste to third-party applications

DO NOT post on websites or social media pages

DO NOT save as image file and use outside of MS Office

DO NOT use photos browser or online pictures options

GETTY IMAGES

UF/IFAS Communications has a subscription to a set of Getty Images which can be used by UF/IFAS faculty and staff. You can view the images we have access to here: **Getty Premium Access Guest Preview (https://www.gettyimages.com/landing/pa-preview/expanded/18458).**

Once you find the images you are interested in, please submit a Workfront request using the **Getty Image Request (https://tinyurl.com/GettyImageRequest)** option.

NOT ALL PHOTOS ON THE WEB ARE FREE. IN FACT, MOST OF THEM ARE COPYRIGHTED BY THE OWNER OF THE IMAGE.

Q: CAN I USE A PHOTO THAT WAS TAKEN BY A UF/IFAS EMPLOYEE?

A: You can use the photo IF:
1. The employee was on the job when they took the photo;
2. The employee was using UF photographic equipment to take the photo (including a personal cellphone);
3. The photo was taken in service of performing one's job duties. Under these circumstances, the copyright for the photo would belong to UF, and thus, the photo is "safe" to use for UF/IFAS publications or communications.

Q: CAN I USE A PHOTO THAT I TOOK WHILE I WAS NOT ON THE JOB?

A: Yes, you can.

Q: HOW SHOULD PHOTOS BE CREDITED?

A: Use "UF/IFAS" after your name in the credits to cede copyright to UF. In the case that you want or need to assert that it is your personal photo, credit it "Courtesy of ‹name›."