

Can I use these photos?

A quick guide to image copyright information

Where did you get them?

If you found them...	Then...
In the USFWS Digital Library database (http://digitalmedia.fws.gov)	they are U.S. Fish and Wildlife photos and they're public domain (everyone has the right to use them, with appropriate credit)
On a web site	they are not public domain, unless otherwise stated
In a book or other publication	the publisher and/or author usually hold the rights to the work
In your own civilian or employee photos	you have the rights to use them as you wish, however, you need to make sure you have written consent from anyone who may be in the photos, especially children (consent from parents)

You should know when you research copyrighted images:

- A copyright lasts the person's life plus 70 years, so if it's been taken in the past 70 years, you probably don't have rights to it.
- Most photos found on government web sites are public domain, however, you may have to give credit to the photographer/service.
- If you're not sure about the copyright of a photo, it's advisable not to use it.
- Stock photo web sites have photos available for which you can purchase rights; this way if you need photos and don't want to have to worry about copyright information, you know they're safe. (It's always a good idea to read the terms-of-use to make certain.)

If you have to use a copyrighted photo:

First: Find the source of the original photo.

Second: Contact the publisher of the web site, book, or other medium. (This information is usually available online.)

Third: Tell them how you're planning on using the photo, and ask about getting permission to use it.

**Some publishers will refer you to the artist.

Fourth: Get consent **in writing** for exactly how you're allowed to use the photo. This is tricky, because you may publish it the way you were supposed to, but you can't guarantee when digitally posting a photo that no one will alter its use. It's very important to file these permissions.

Making an agreement with a publisher or artist is usually a last resort; it is recommended that you use public domain photos, or photos you have rights to. Remember, anything you release to the public or other Fish and Wildlife Service employees represents not only your organization, but the rest of the government as well.

It's also your responsibility to provide images that have copyright clearance; CLKR reserves the right not to use photos with uncertain copyright information.