

# CSULB IMAGE RELEASE FORM INSTRUCTIONS

Revised

*The CSULB Image Release Form was designed under direction of the CSU General Counsel. It must be used when photos of individuals are posted on university web sites or in university publications and other media.*

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1. Label photos and *CSULB IMAGE RELEASE FORMS* with a common title. (ex.: Biology Field Trip, 9/20/03, photo 1)

- *Does each photo of an event require a CSULB Image Release Form?*

No. If you are taking a series of photos of an event, it is not necessary to have a signed image release form for each photo. One image release form for a group of photos is sufficient as long as all the people photographed have signed it.

- *Taking pictures, but no form handy?*

If you encounter a "kodak" moment and you happen to take pictures that include people *and* you think you may wish to post these photos on a CSULB affiliated website, or publish in a newsletter or other form of media, please obtain names and contact information for all of the people involved in the pictures even if you don't have the forms. We can follow up with the image release forms for signature. ***NO PHOTOS WITH RECOGNIZABLE PEOPLE MAY BE POSTED WITHOUT A SIGNED IMAGE RELEASE FORM ON FILE WITH THE UNIVERSITY.***

- *What if people seem uncomfortable with signing the release?*

If there's any question of whether an individual might be uncomfortable being pictured in a certain circumstance (for example: receiving academic advising, or an affiliation with financial aid) it is strongly recommended that identifiable photos not be used OR that you arrange with University Publications to do a specific shoot accompanied by a specially worded release form. (Contact Margaret Karteron for assistance.)

- *Can I use a photo that has been altered?*

Alteration of photos (i.e., cropping, collage) must be cleared through Public Affairs and University Publications.

- *This is too much paperwork – why bother?*

There are two answers to this question.

1. Don't bother, request a photographer from University Publications (contact Margaret for more info) if it is an on-campus event; and
2. Usually, you need to know who the people are in a photo if you are going to publish it for caption purposes. Requesting a signature on a form just like labeling a photo, only before it is taken.

2. Forward (1) a copy of the photo(s), (2) accompanying signed image release form(s), and (3) a statement of intended use (i.e., post on XXX webpage) to Margaret Karteron in the CNSM College Office (x.54265 or email: [karteron@csulb.edu](mailto:karteron@csulb.edu)). The College will forward the photo(s) and image release forms(s) to University Publications, where they will be kept on file.

3. Once photos and signed Image Release Forms are on file, post your pictures.

*Revised: 9-12-2006*