



**CITY OF EDINA
SUBMITTED PHOTO & ORIGINAL ARTWORK USE POLICY**

To ensure consistency and fairness, the City of Edina prefers not to use submitted photographs in any publication for news, advertising or promotion purposes; in videos produced for Edina Community Channel 16; on its website(s); or in any other media. Instead, staff will attempt to take its own photographs whenever necessary. Photos appearing with the historical column in *About Town* or other printed historic accounts and of original artwork are exceptions.*

When the use of a submitted photograph is necessary, the signed release form below is required from the photographer. A photo for which a signed release is not obtained will not be used. The photographer will not receive credit for his or her work in the project for which the photograph is used. Submitted photos used in printed publications will be marked "Submitted Photograph" alongside the artwork.

If the subject of a submitted photograph is a minor, a media release form signed by the child's parent or guardian must also be secured by the photographer.

***Historic Accounts and Original Artwork**

Whenever possible, source and photographer credit will be given in printed publications that include a historic account, such as that in the quarterly newsletter *About Town*. The credit will appear vertically, alongside the submitted photo. When both source and photographer name are available, the credit will read "[Source]/[Photographer Name]." In cases where only the source can be fairly determined in a reasonable amount of time, only a source credit will be given.

"Original artwork" is defined as paintings, drawings, prints and sculptures existing in single copy or in limited edition. Additional permission from the artist will be obtained before additional reprint in publications, advertising, promotional materials, videos or websites or in other media.

SUBMITTED PHOTO RELEASE FORM

I, _____, hereby authorize the City of Edina to use the photograph(s) of _____ . I hereby authorize the City of Edina, its agents and employees to use these photographs in any current or future publication for news, advertising, or promotion purposes; in videos produced for Edina Community Channel 16; on its website(s); or in any other media. I understand I will not be credited or compensated for use of the photographs.

Signed: _____ Date: _____

SUBMITTED ORIGINAL ARTWORK RELEASE FORM

I, _____, hereby authorize the City of Edina to use the photograph(s) of _____ . I understand the City of Edina, its agents and employees will seek additional permission to use these photographs in any current or future publication for news, advertising or promotion purposes; in videos produced for Edina Community Channel 16; on its website(s); or in any other media.

Signed: _____ Date: _____



**CITY OF EDINA
MEDIA RELEASE FORM**

Authorization for Release of Photographs, Videotape, Audio Recording or Film

I (we) hereby consent, authorize and assign any and all rights to the City of Edina, its agents, officers, employees and all other persons or entities to whom release or circulation may be made including news and media organizations to use, reproduce, prepare, publish, distribute, exhibit or broadcast photos, videos, film and audio recordings (whether or not edited, retouched, altered or otherwise changed or modified) any picture, portrait or likeness of me for use in publicity releases in newspapers, the City's website(s) or videos, or any other City publication.

I (we) further consent and authorize the above and others to release or circulate the same in any manner for any and all purposes in any form with or without my name, group or organization or other identification or the names of others covered by this release.

I (we) understand the photos, videos, film and/or audio recordings will be viewed by the general public and that other use may be made of them.

I (we) further agree and consent that the City of Edina and others are not responsible for any misappropriation of the photos, videos, film and /or audio recordings by any member of the general public or anyone else.

I (we) waive all right of privacy or compensation which I (we) may have in connection with such use of my picture, portrait or likeness by the City.

I (we) have read the foregoing release, authorization and agreement before signing below and I warrant that I (we) fully understand the contents thereof.

Name: _____

Name of Parent or Guardian (If a Minor): _____

Signature Date: _____