

## ■ NEW RELEASE FORMS FOR SCA PUBLICATIONS AND WEB SITES

There are now three release forms — one for creative work (such as articles and artwork), a second for photography and a third for photography models. The creative work form has some new additions that I hope you will find helpful. The photographer and model release forms are a new requirement but if the contributor chooses, both may be completed *only once* for all current and future submissions. Additionally (again, if the contributor chooses) they can allow their submission to be printed in any media including print, web or electronic, so these forms give much more leeway for sharing text and images not only between web ministers and chroniclers, but also between branches.

These forms must be in use by every Society publication and web site by **JANUARY 1, 2011**, with the exception of one: *The Compleat Anachronist* (they will have different versions of the form). Any and all earlier versions of release forms must be replaced. The forms cannot be modified, either by addition or deletion, with one exception: adding the name of the specific publication and/or web site. As you will see in the notes below, I come back to this point again and again, but legal was very specific on this detail.

Chroniclers and webministers can receive the completed and signed forms electronically. The form is supplied both as a regular PDF and as a fillable PDF. You still need to be able to supply a hard copy of the completed form upon request, so you probably will want to print copies for yourself and your successors.

### NOTES on the CREATIVE WORK COPYRIGHT ASSIGNMENT/GRANT OF USE FORM

1. For text, the contributor can check a box to indicate “you can edit my work”. This feature is already in place in some kingdoms, with the accompanying requirement that the editor’s name be published as well. The accompanying requirement is *not* part of the form, and it cannot be added to the form, but you can make it part of your local publication policy, if you would like.
2. This form cannot be used to grant permission to print an individual’s personal information. Within the bounds of Society and kingdom policies, you can receive this information via e-mail, set up a separate permission form, etc., but that permission cannot be added to this form.
3. “Publish my work electronically” is intended for publications that are being distributed solely via e-mail, on CD, or through similar media.
4. On “publish the Work on a SCA web site for \_\_\_\_\_”, a most common answer would be “the Kingdom of Provincia”, but this can also be completed as “the Barony of Magnificentia’s Arts & Sciences”. (This is to avoid using web addresses: Magnificentia will probably still have an Arts & Sciences page in 10 years, but the address could well have changed.)
5. The forms are part of the office and cannot be assigned to an individual office-holder. An individual office-holder’s name cannot be added to the form.
6. If the individual contributor wants to add an “expiration date” (i.e., wants to say “you can publish this once before January 1, 2015” – or whatever date applies) they can do so, but otherwise (I think you have the refrain by now) it cannot be added to the form.

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### **NOTES on the PHOTOGRAPH GRANT OF USE FORM**

1. If a photographer wants to allow publication of any photo they submit, they can check the box under “Perpetual Grants of Use”.
2. The statement “I agree that all of the grants of use I have given above include the right of the SCA to publish my photo in any reprint of a publication including electronic media” is designed for publications that come out in more than one format (i.e. a local newsletter that is both traditionally mailed and e-mailed).

### **NOTES on the MODEL RELEASE FORM**

1. Most members are happy to have their photograph used, so I conjecture that the majority of the contributors will check option 1.
2. The model release form is required for all identifiable photo subjects, including royalty, so you may want to consider having the forms available at/before Crown Tourney.

### **NOTE on EXISTING WEB SITE IMAGES**

The Board of Directors has voted to leave existing images on web sites as they are, but asks that web ministers make the attempt to get releases on as many images as is feasible. All future submissions need to have the completed release forms. Additionally, any time someone asks for an image to be removed the web minister needs to acknowledge that it was removed, let the requestor know what day it was removed and keep that correspondence as part of the office.

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