

Photo Policy, Ethics and Permissions 2023

1. Submission of photos to the DoD Natural Resources Photo Share Site website gives permission to the sites membership to use the photos for DoD related outreach, presentation, management and conservation related publications. In addition, photos can be used by PARC and PIF network for various DoD publications. Use of the photos or content for profit is not authorized.
2. You must have the rights to the photo to submit a photo. If you do not own it please do not submit it. If the photo is from a third party, an email from the photographer giving administrators permission to post is acceptable.
3. **Do not submit any photo that contains sensitive or classified information.** If you are unsure, get approval from your PAO prior to submission.
4. Only take photos with permission on or of the installation. Go through proper channels for permission to photograph on an installation.
5. Membership on the websites does not give you permission to take photos on an installation.
6. Websites administrators have no authority to approve photography on an installation.
7. Follow the Submission Instructions guidance (attached to this message and on each website).
8. Site administrators maintain the right to reject any photo due to quality or content or other reasons deemed applicable.
9. Site accessibility and permission will be the following for photos.
 - Only members will be able to download photos and other documents from the website.
 - Site administrators must approve new members to give this permission.
 - Non-members can view the website, documents, and photos but cannot download.
 - Membership can be revoked if photo policy is violated.

10. Photos may be deleted (by request) after submission through the administrators.
11. Administrators will not have control of photos already downloaded by members and therefore cannot manage their use. This is the honor system.
12. Due to a limit of 200 members on the site, please only request membership if you have a current or near future need. If you have a membership, and no longer need additional photos, please advise administrators so we can remove you from the membership to help us manage the membership limit.
13. Due to a limit of 200 members on the site, periodically some memberships may be need to be withdrawn in order to allow active usage of the site by others. If this happens to your membership and you need access again, go through the original steps. It is not expected that this will occur often.
14. The cost of photo usage! No charge for usage but **Credit will be given to the photographer for each use of their photo.** If a user's fails to give proper photo credit (on the photo; below the photo; or in the document), future use of photos may be revoked.
15. **If you do not agree with any of the above rules please do not submit photos or ask for membership.**