

COLLEGE of CHARLESTON

OFFICIAL POLICY

3.8.2 Photography and Filming: Commercial Use of Images 03/03/16

Policy Statement

Any external agency wanting to use photography of the campus in any commercial manner (i.e., existing photos owned by the College, or a person wishing to use their own photos for commercial purposes) must sign the License to Take or Use Photographs of College of Charleston Property for Commercial Purposes. For information, contact the Office of Institutional Events or the Division of Marketing and Communications.

Requests for commercial use of campus photography that requires location scouting, set-up or other management must submit the request, in writing, to the director of event marketing.

Policy Manager and Responsible Department or Office

Director of Institutional Events, Office of Institutional events; and Executive Director, Division of Marketing and Communications

Policy

To protect the College of Charleston from misuse or misrepresentation of our campus, students and personnel.

Departments/Offices Affected by the Policy

All departments/offices.

Procedures Related to the Policy

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Related Policies, Documents or Forms

<i>College of Charleston Brand Manual and Visual Identity and Style Guide, License to Take or Use Photographs of College of Charleston Property for Commercial Purposes</i>

Issue Date: July 1, 2009 Date of Policy Revision: March 3, 2016
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Next Review Date: March 3, 2021
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POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number:

President or
Chairman, Board of Trustees

Thomas E. McLaughlin Date: 3-3-16