



DEQ POLICY STATEMENT PS19-02

GRAPHICS AND IMAGES POLICY

PURPOSE

To establish an Idaho Department of Environmental Quality (DEQ) policy on the appropriate use and display of graphical, decorative, explanatory, or illustrative works, including descriptive or illustrative text, images, drawings, charts, tables, photographs, and videos featured in internal or external DEQ publications.

BACKGROUND

DEQ develops a variety of publication materials that feature graphical and/or illustrative works. Because the internet makes it easy for individuals to download and reproduce graphics and other illustrative works, DEQ is establishing a policy to define which images may be used in agency publications to adhere to existing copyright laws.

STATEMENT OF POLICY

Any graphical works that could be subject to copyright laws (e.g., illustrations and/or graphics) that are posted on or used in DEQ publications must be owned by the author, and/or the author must have permission, in writing via email or letter, to use or alter the graphic. If ownership is unclear, the graphic must be reviewed by the Graphics Design Specialist.

Graphics are defined as decorative, explanatory, or illustrative works, including text, images, drawings, charts, tables, photographs, and videos featured in DEQ publications, including but not limited to websites, intranet, printed and online content, and/or third-party content.

RESPONSIBILITY

DEQ's Communications and Outreach Manager is responsible for maintaining this policy.

IMPLEMENTATION

This policy is effective immediately and will remain in effect for 5 years unless amended, replaced, or rescinded prior to expiration.

Dated this 1st day of April, 2019

A handwritten signature in blue ink, reading "John H. Tippetts", written over a horizontal line.

John H. Tippetts,
Director