

Personnel Policy Manual Updates

- Rename **Acceptable Use Policy: Internet Related Systems** to **Acceptable Use Policy**.

Section 13

13.00 PHOTOGRAPIC IMAGES: Concerning rights of use of digital images.

Photographs taken by Center personnel during their work session and of Center activities or projects are considered usable by the Center. Use may be for non-profit, promotional, display or reporting functions. The use will be credited (if known) but not compensated. Ownership of the photographic equipment whether personal or Center property, is not relevant to the image rights covered in this clause.

Image Release Form

The Prince William Sound Science Center regularly reproduces photographs of employees, participants, volunteers, and others involved in its programs. Photographs may be used in printed materials or on the Center web site in order to promote the organization and illustrate its mission.

The Center would like to be able to use and reproduce one or more photographs of you for this purpose and is seeking your consent to do so.

I, the undersigned, hereby consent without further consideration or compensation, grant Prince William Sound Science Center the right to use all photographs or video footage taken of me by Center staff or volunteers during any Center program or activity, including my first name in conjunction with any caption or text, either by itself or in conjunction with other materials, in any print or digital medium, including Web, and for promotional, advertising, fundraising, educational, non-profit use.

(Adult Signature)

(date)

Section 14

14.00 EQUIPMENT AND TOOLS

Definitions for this section

Equipment: Project specific instruments with specific technical applications to a research program. These are generally higher value, not locally available items purchased with program funds.

Tools: Over the counter hardware and low cost items put to use in support of field projects. For example hand tools, buckets, nets, lab supplies. Most tools are purchased with program funds. Tools become available to general use when not used on an open project.

While a project is underway and as long as the project is expected to be budgeted; equipment and tools assembled by a PI are expected to be available to the project without interference.

When a project has ended and the budget closed equipment is warehoused and considered to be released from commitment to a project. Equipment with interdisciplinary use which is warehoused after the close of a project, such as plankton nets or wave gauges, should be available to any in-house PI. Proposals may be written with the understanding that specialized equipment which is not dedicated to an open project is available. Equipment which is so specialized as to be of use only to someone working in the same field-----(like a CTD sled)--??---.