



WOODS HOLE OCEANOGRAPHIC INSTITUTION

WHOI Camera Loan Policy/Procedure

WHOI Graphic Services has loaned a _____ camera
to _____ (*WHOI borrower*).

Accessories included with this camera loan are _____
_____.

The WHOI Camera Loan Program is administered by Graphic Services for the Communications Department at the Woods Hole Oceanographic Institution. The cameras are loaned out on a first-come, first-serve basis, and their usage is intended to benefit not only the WHOI shooter/borrower but also WHOI's mission. Images/video captured while working on WHOI grants with WHOI cameras will be uploaded and—with the assistance of the WHOI borrower—catalogued and filled with brief metadata in the WHOI Image Management System. The photographer of each image or videographer of video footage taken will be duly credited within the system. Adhering to WHOI's copyright policy, the images/video will be copyrighted by the Woods Hole Oceanographic Institution, and will be used to carry out the mission of the Woods Hole Oceanographic Institution. We reserve the right to upload and use appropriate images/video in order to benefit this mission.

Upon return of his/her trip, the borrower agrees to return camera, accessories, and digital files to Graphic Services for upload and metadata entry processing in the WHOI ImageSource database.

Signed: _____ Signed: _____
(*WHOI borrower*) (*WHOI Graphic Services staff*)

Loan Date: _____ Anticipated equipment return date: _____

Location and brief description of expedition or fieldwork: _____

PI of work being photo/videographed: _____

Equipment Returned in full: ____ Outstanding equipment not returned: _____

Images/video received upon return: _____

Images/video primary credit name(s): _____