

# Extended Use Add-On Licence

*A guide for subscribers who create Easy Read materials for other organisations*

If you create Easy Read materials or other accessible content for organisations other than your own, this guide is for you. Whether you're a freelancer, an agency, a council, an NHS trust or a charity supporting other groups, this guide explains what the Extended Use Add-On Licence covers, what's expected of you, and how to credit your work properly.

## What is the Extended Use Add-On Licence?

A standard Photosymbols subscription covers materials your organisation creates and publishes itself. The Extended Use Add-On Licence is a simple add-on that gives you permission to create materials containing Photosymbols images for **other organisations** to publish, brand or distribute as their own.

It's an annual add-on to your existing subscription. It runs for the same term and renews alongside it.

## Who needs one?

You need an Extended Use Add-On Licence if any of the following apply to you:

- **Freelancers and agencies:** You create Easy Read materials, accessible documents or other content for clients.
- **Consultants:** Your consultancy work includes creating documents for the organisations you advise.
- **Public sector bodies:** You're an NHS trust, local authority or other statutory body creating materials for partner organisations, community groups or voluntary sector organisations.
- **Charities and funded organisations:** You support smaller organisations by creating accessible materials on their behalf.
- **Anyone handing over materials:** If the materials you create will be handed to another organisation to publish or distribute as their own, you need this licence.

**Important:** This applies regardless of whether you charge for the materials or provide them free of charge, and regardless of the size or type of the organisations involved.

## Do I need one? Common scenarios

Scenario	Standard licence	Extended Use needed
You create Easy Read leaflets for your own organisation's service users	✓	
You're a freelancer creating an Easy Read guide for a housing association		✓
Your council creates materials for a local community group to distribute		✓
You work with a partner organisation on a joint project where your organisation is the publisher	✓	
Your NHS trust creates a document for a voluntary sector partner to brand and distribute as theirs		✓
You're a charity creating accessible information for a smaller organisation		✓
You create internal training materials for your own staff	✓	
You're an agency with multiple clients who need Easy Read materials		✓

## How to credit Photosymbols on your materials

This is really important, and it's something we need all Extended Use licence holders to take seriously. When you create materials for other organisations, **every document must display your Photosymbols member badge**. This is a condition of the main Licence Agreement (clause 5.2.4) and applies to everything you produce, whether for your own organisation or for others.

### Your Photosymbols member badge

You can download your personalised badge from your account page on our website. The updated design is clean and discreet:

**Photosymbols®**  
Member 254240915

*Example member badge (your badge will show your own member number)*

## Where to place your badge

The badge should appear in a reasonably prominent position on your materials. Good places include:

- A credits page or back cover
- A footer on a webpage
- An acknowledgements or “About this document” section
- Near the publisher’s details

## Why crediting matters

We understand that adding credits can feel like an afterthought when you’re busy delivering work to clients. But proper crediting is a condition of your licence, and here’s why it genuinely matters:

- **It protects you and your clients.** Your member badge proves the materials were created under a valid licence. If anyone ever questions the source of the images, both you and your client are covered.
- **It helps us protect the library.** With Extended Use, Photosymbols images end up in materials published by organisations that don’t hold a direct subscription with us. The badge lets us confirm those materials were created legitimately, so we can focus on tackling actual misuse rather than querying licensed work.
- **It supports the people in our images.** Our library features real people who have consented to appear in licensed, accessible materials. The member badge helps maintain that chain of trust and consent.
- **It’s good for your professional reputation.** Properly licensed imagery demonstrates quality and professionalism in your work. Clients value knowing you use legitimate, ethically sourced resources.

## What to tell your clients

When you deliver materials to an external organisation, your licence requires you to inform them of the following restrictions. It’s worth covering these clearly at the start of each project:

1. **Images must not be extracted.** The Photosymbols images in their materials are used under your licence. Your client can use the materials you’ve created, but individual images must not be extracted, copied or downloaded from the materials.
2. **The member badge must stay in place.** If your client edits or republishes the materials, the Photosymbols member badge must not be removed, obscured or covered.
3. **Minor text edits are fine, image edits are not.** Your client can correct text or update details, but they must not edit, alter or manipulate the images themselves.

4. **They can't create their own materials from your licence.** If they want to create new materials using Photosymbols images, they'll need their own subscription.
5. **The images must be used respectfully.** Our images feature real people. They must not be used in any content that is offensive, demeaning or harmful.

## Keeping records

As part of the Extended Use Add-On Licence, you agree to keep reasonable records of the materials you've created and which organisations they were created for. We may ask for this information from time to time for audit purposes. It doesn't need to be anything elaborate, just a simple log of which clients received which materials.

## A note on compliance

We're not in the business of catching people out. We know that most of our subscribers are doing brilliant, important work creating accessible information, and we want to support that. But proper licensing and crediting are essential to keeping Photosymbols sustainable and protecting the people who appear in our images.

Creating materials for external organisations without an Extended Use Add-On Licence is a breach of the Licence Agreement and could result in the termination of your subscription. Similarly, consistently failing to include the member badge on materials is a licence condition that we do need to enforce.

If you're unsure whether your use requires an Extended Use licence, or if you have any questions at all, please just get in touch. We'd always rather have a conversation than discover a problem later.

## Extended Use checklist

Before you deliver materials to a client or external organisation, make sure you can tick off the following:

- ✓ I have an active Extended Use Add-On Licence
- ✓ My Photosymbols member badge is visible on the materials
- ✓ I've made my client aware that the images are licensed
- ✓ I've logged this project in my records
- ✓ The materials are respectful and appropriate

## Do's and don'ts at a glance

Keep this page handy. A quick reference for common licensing questions when you're creating materials for clients and partner organisations.

✓ Do	✗ Don't
Display your member badge on every document you create, for your own organisation and for clients	Forget the member badge, even on small jobs or quick turnarounds
Create materials for other organisations to publish and distribute	Let clients extract individual images from your materials for their own use
Deliver materials in print or digital format to your clients	Give clients access to your Photosymbols account or share your login
Inform your clients that images are licensed, the badge must stay, and images must not be extracted	Allow clients to remove or cover your member badge when they republish
Keep a simple log of which clients you've created materials for	Sub-license Photosymbols images or sell them as standalone files
Use images in documents, presentations, web pages, social media and video	Alter images in a way that misrepresents or is disrespectful to the people who appear in them
Resize, crop, composite and add text to customisable images	Use images for AI training, machine learning or data mining
Continue using completed materials after your licence ends	Create new materials for clients after your Extended Use licence has ended
Use images respectfully and in line with the consent given by the people in our photos	Use images in content that is offensive, demeaning, harmful or creates speaking avatars

**Not sure?** If your situation isn't covered here, just ask. We'd always rather have a quick conversation than discover a problem later. We're at **ask@photosymbols.com** or **0117 457 8888**.

If you have any questions about the Extended Use Add-On Licence, crediting, or anything else, we're always happy to help. Get in touch at **ask@photosymbols.com** or call us on **0117 457 8888**.

*Thank you for helping to create a more accessible world, and for doing it properly.*