

Your Photosymbols Subscription

A quick guide to what you can do, what you need to know, and how to credit your work

Thank you for being a Photosymbols subscriber. Our photo library features real people, including actors with and without learning disabilities, who have kindly agreed to appear in materials that support accessible communication. That makes Photosymbols a genuinely unique resource, and it's important that we all look after it together.

This guide covers the essentials: what your subscription allows you to do, a few things to be aware of, and how to credit Photosymbols on your documents. It's all straightforward, and most of it you're probably already doing.

What your subscription lets you do

Your Photosymbols subscription gives you access to our photo library and associated features. Here are the key things you can do:

- ✓ **Download and use images** from our library in Easy Read documents, websites, social media posts, presentations, video content and other materials your organisation creates and publishes.
- ✓ **Distribute your materials freely** to the people they are intended for, such as patients, residents, service users or members of the public.
- ✓ **Store downloaded images locally** on your computer, network drive or cloud storage while your subscription is active. Images must be deleted from local storage when your subscription ends.
- ✓ **Edit images for design purposes**, including resizing, cropping, compositing images together, and adding text or graphics to images that are designed for customisation.
- ✓ **Continue using completed materials** you created during your subscription, even after the subscription ends. The images are embedded in your finished work and that's fine.

A few important restrictions

To protect both our library and the people who appear in our images, there are some things your subscription does not cover:

- ✗ **Don't share your login.** Each user needs their own unique username and password. Sharing logins between staff isn't permitted.
- ✗ **Don't misrepresent the people in our images.** Resizing, cropping, compositing and adding text to customisable images is fine. But you must not alter images in a way that misrepresents, distorts or is disrespectful to the people who appear in them.

- ✗ **Don't create materials for other organisations to publish as their own.** If you need to do this, you'll need an Extended Use Add-On Licence. More on this below.
- ✗ **Don't share templates containing our images outside your organisation.** Templates with Photosymbols images are for internal use only. Sharing them with external partners or clients requires an Extended Use Add-On Licence.
- ✗ **Don't use images for AI training or machine learning.** This includes feeding images into AI models, algorithms or data mining tools.
- ✗ **Don't create speaking avatars or animated characters** from our images. These are real people who have consented to appear in static, supportive materials, not to be made to "speak" or express opinions.
- ✗ **Don't use images once your subscription ends.** You must delete any downloaded images from your local storage when your subscription expires. Completed, published materials are fine to keep using.
- ✗ **Don't use images in offensive, demeaning or harmful content.** This should go without saying, but it's in the licence and it matters.

How to credit Photosymbols

As part of your licence agreement, all documents, websites, templates and other materials you create using Photosymbols images **must display your Photosymbols member badge**. This is a condition of your licence (clause 5.2.4 of the Licence Agreement).

Why does this matter?

We know this might feel like an extra step, but it serves some important purposes:

- **It protects you.** Your member badge proves you're a licensed subscriber. If anyone ever queries where your images come from, you're covered.
- **It helps us protect the library.** When we can see which materials are created under a valid licence, we can focus our efforts on tackling unlicensed use rather than having to investigate everyone.
- **It supports the people in our images.** Our actors have consented to appear in licensed, accessible materials. The badge helps maintain that chain of trust.
- **It raises awareness.** When people see the Photosymbols badge on well-made Easy Read materials, it helps spread the word about quality accessible communication.

Your member badge

Your personalised member badge can be downloaded from your account page on our website. It looks like this:



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

It's clean, professional, and takes up very little space.

Where to place your badge

The badge should appear somewhere reasonably visible on your materials. Good places include:

- The back cover or final page of a document
- A credits or acknowledgements page
- The footer of a webpage
- An “About this document” section

It doesn't need to dominate the page. Just make sure it's there and legible.

Do you need an Extended Use Add-On Licence?

Your standard subscription covers materials your organisation creates and publishes itself. But if you create materials containing Photosymbols images for **another organisation** to publish, brand or distribute as their own, you need an Extended Use Add-On Licence. This applies whether you charge for the work or do it for free.

Common examples where you'd need one:

- You're a freelancer or agency creating Easy Read materials for clients
- You're a council or NHS trust making materials for partner organisations or community groups
- You're a charity supporting smaller organisations with their accessible communications

If this sounds like you, visit our website or get in touch with us at **ask@photosymbols.com** and we'll get you sorted. It's a simple add-on to your existing subscription.

Quick reference

| Question | Answer |
|---|---|
| Can I use images in my organisation's documents? | Yes |
| Can I share the documents I create with service users and the public? | Yes |
| Do I need to display my member badge? | Yes, on all materials |
| Where do I get my member badge? | Your account page on our website |
| Can I share my login with colleagues? | No, each user needs their own |
| Can I create materials for another organisation? | Only with an Extended Use Add-On Licence |
| Can I use images after my subscription ends? | Only in materials already created |
| Can I use images for AI training? | No |

Do's and don'ts at a glance

Keep this page handy. If you're ever unsure whether something is covered by your licence, this should give you a quick answer.

| ✓ Do | ✗ Don't |
|---|---|
| Use images in documents, presentations, web pages, social media posts and video content your organisation creates and publishes | Share your login with colleagues or anyone else |
| Distribute your Easy Read materials to service users, patients and the public | Create materials for another organisation to publish as their own (without an Extended Use licence) |
| Display your member badge on all materials you create | Alter images in a way that misrepresents or is disrespectful to the people who appear in them |
| Download your member badge from your account page | Use images for AI training, machine learning or data mining |
| Resize, crop, composite and add text to customisable images | Create speaking avatars or animated characters from our images |
| Store downloaded images locally while your subscription is active | Use downloaded images after your subscription ends (delete them from local storage) |
| Keep using completed materials after your subscription ends | Share templates containing our images with external partners or organisations |
| Get in touch if another organisation is involved in your project | Remove copyright markings or ownership information from images |
| Contact us if you're unsure about anything | Use images in content that is offensive, demeaning or harmful |

Not sure? If your situation isn't covered here, just ask. We're at ask@photosymbols.com or **0117 457 8888**.

If you have any questions about your subscription, your licence, or the member badge, we're always happy to help. Get in touch at ask@photosymbols.com or call us on **0117 457 8888**.

Thank you for supporting quality accessible communication.