

CHAPTER 3

ENROLLING A NEW PHOTOGRAPHER PROCEDURE & COPYRIGHT

Preliminary

Most Church Recording photographers are amateurs with good cameras who learn on the job. Advice and assistance are available. A potential photographer should see 'Photography Information' in the Church Recording Handbook and this Photography Guidance, to know what is expected, but should not be daunted by the technical stuff supplied for the experts who want it.

A regular amateur photographer with a mid-range digital camera (see [Chapter 2](#)) should cope. Some Groups approach a camera society for a volunteer if they do not know a suitable photographer.

Membership

Like all your Church Recorders, a Photographer should enrol as a member of Church Recording Society.

Additionally, if the Photographer is not a member of your local The Arts Society, the person must be enrolled as a Supporter Member of The Arts Society. This is for insurance cover which, at the time of publication, CRS does not provide. CRS is exploring the possibility. It would be worth enquiring. The main cover is public liability.

Photography presents special risks – cables, lighting stands and the like. The Group Leader must go through a **risk assessment** with the Photographer and agree **safety procedures**.

Copyright & etiquette

Ever since Church Recording began, the basis has been that the copyright of the photographs used in the Record, or used in Church Recording training material, brochures and the like, should be assigned by the Photographer to the national organisation. There is an explanation called *The mysteries of copyright* at the end of this Chapter.

The standard 'Membership application – 'Registered Church Recorder' form should be completed, signed and dated by the Photographer and sent to the address on the form by the Group Leader.

Sometimes, a prospective Photographer will see Church Recording as an opportunity to create a set of photographs for their own use. Churches agree to Groups undertaking Records on the understanding that this is the purpose for which Recorders are allowed access and relying upon the status and integrity of Church Recording Society. A church can be (there have been cases) seriously

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upset when a person uses for another purpose photographs taken whilst working under the Church Recording banner.

The Photographer has two options. One is to ask the Group Leader. As appropriate, the Group Leader will consult the church and CRS in coming to a decision. Permission might be conditional. To facilitate the use of photographs, CRS has issued a General Licence to use which is included in *The mysteries of copyright*. The other option is to go to the church when the visit will not be seen as Church Recording activity. Some churches have restrictions or require a fee.

Photographers are encouraged to keep digital copies of photographs for at least 5 years.

A Group enrolling a professional photographer or high-end amateur might need a different arrangement to the standard Membership Application Form. Contact Church Recording Society enquiries@churchrecordingsociety.org.uk

Support and help for photographers is given. Contact David Medcalf themedcalfs@hotmail.com

The mysteries of copyright – an explanation

Church Records are written and photographed by volunteers. Initially, the copyright of all a Church Recorder produces belongs to the Recorder.



5, 10, 20 Recorders might each own the copyright of parts of the Record whilst nobody owns the copyright of the whole Record. Copyright lasts for the life of the person, plus 70 years.

This makes it impracticable to manage the use of the contents of a Church Record, the granting of permissions and the prevention of misuse.

The membership application form asks Members to assign the copyright to Church Recording Society, enabling Church Records to be managed for the benefit of the church, the Church Recording Group and the Recorders who have contributed. It will enable Church Recording Society to take action if there is misuse.

Church Recording Society has published a General Licence to use enabling Church Recorders and Groups to use, provided the church is happy of course,

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what they have produced for the Church Record for non-commercial purposes, without needing further Church Recording Society permission. Similarly, use by the church is permitted.

There is no need for Church Recorders to feel that they are prevented from using, their own material for articles, presentations or further study. On the other hand, should a Church Recorder wish to use other material in the Record, Church Recording Society could give permission.

The full General Licence is:

General Licence to use copyright material in a Church Record. March 2021

This applies where the copyright of the text, drawings and photographs is owned by Church Recording Society (CRS)^(note 1.). Changes to this Licence will be published on the CRS website.

The objectives are:

1. To control and to restrict access to information about artefacts which the recorded church wishes to be confidential;
2. Otherwise, to promote knowledge of and the legitimate use of the information in a Record;
3. To take into account the sensitivities and moral rights of the Recorders in respect of what they have contributed to the Record;
4. To control commercial use;
5. To prevent infringement and misuse.

Normally, permission is required for copying, production in modified form, reproduction or publication of text, drawings or photographs from a Church Record^(note2.). To encourage knowledge and use of Church Records, CRS licences use of extracts from a Church Record, without specific permission being obtained from it, in the following circumstances and subject to the following conditions:

Circumstances

- A. Non-commercial use of text, a drawing or a photograph by the Church Recorder who has created the text, drawing or photograph in their writing, a talk, a presentation or a display. This includes copying and reproduction. Where material is the work of more than one Church Recorder, use by any of them is permitted, if the traceable others have agreed;
- B. Use in promotional or educational material for CRS, the sponsoring The Arts Society and the Church Recording Group;
- C. Reporting of finds by Church Recording Groups to the national and local organisations currently on the approved list published on the churchrecordingsociety.org.uk website;
- D. The sending of copyright material to an expert to obtain a report for the Church Record;
- E. Non-commercial use by the recorded church with the permission of the Church Recording Group's Leader;
- F. By a diocese of a church, or the equivalent body of another denomination, in dealing with the care of the recorded church; and
- G. If both the church and the Church Recording Group's Leader agree, non-commercial use by a local body such as a local history society or a village website.

Conditions

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- a) The fact that use is by permission of CRS should be acknowledged and any copy or reproduction (including digital) must be marked "© Church Recording Society";
- b) Every contributor to a Church Record retains the moral rights in their work. They are entitled to have their authorship acknowledged;
- c) The intending user should consult the Group Leader who might say that the church or the author should be consulted or informed. If so, that must be done before use;
- d) If there is any doubt, CRS should be consulted;
- e) The licence is for the legitimate use of extracts from the Church Record, but not for the copying or reproduction of the whole or a whole Section of a Church Record.

Note 1. Records may include things not created by the Church Recording Group, such as expert's reports, photographs supplied on licence and architect's plans. The copyright does not belong to CRS. Permission of the owner of the copyright is essential;

Note 2. The copyright legislation applying in most of the UK permits limited use, without permission being required, of extracts from copyright material for non-commercial private study and research, reviews, teaching and similar activities. This licence is in addition to what the legislation permits.