Image Policies

Each term, we utilize images in our course catalogs and registration pages to illustrate the main topic or theme of each course. Osher staff will normally select an image for use from our library, or locate a new image using other resources. If you prefer to suggest a specific image for your course, the following criteria must be met:

1. The image must be free for commercial use, as our catalogs and related media are considered marketing efforts. (Educational use permissions do not extend outside of the classroom environment.) Images falling under the public domain or CC0 categories are usually acceptable.
2. You must complete the research on your image to confirm availability; do not propose use of an image and leave it up to the office staff to look for that image's provenance. You need to provide full information on the original source and permissions for your image. (Please don't just paste a website into an email to Osher and ask if the image found there is OK to use.)
3. **Caution**: Do not assume that an image is available for use because it appears on a Wikipedia page or in general Google search results. Look up any related info (captions, watermarks, metadata, etc.) to establish if the image is available for commercial use.

Resources
If you need help finding an image, here are some resources used frequently by the office:
1. Adobe Stock. The office has a subscription to this site, and almost all images (excluding those listed under the Editorial category) are available for use. Provide the ID number to the office if you find an image you like.
2. Creative Commons. After entering your search terms, you'll see a page of results. On the right, check the box for 'use commercially' and wait for the results to update. After finding an image, provide the website and title to the office via email.
3. The Met. They have a search page specifically for public domain images. Bear in mind that some results may still have restrictions; look below the image for availability information.

Providing the Image
Once you identify an image you'd like to use, email osher@dartmouth.edu. Include information that will allow staff to locate and download the image. For Adobe Stock items, the file # (usually found below the image) is sufficient. For a Creative Commons item, click the 'Get this image' button (usually found below the image) and copy and paste the weblink into an email to Osher and include the image title in the message. For a Met-sourced image, copy and paste the weblink into an email to Osher and include the image title in the message.