# Scottish Islands Passport – Photographer brief

We are looking for talented photographers to provide photographs for the Scottish Islands Passport Project.

Our app, website and physical passport encourages more people to explore more of Scotland's islands for more of the year.

We cover 72 inhabited islands and we're particularly keen on helping people find out about the smaller, lesser-known corners or our isles where communities would welcome more visitors.

## 1        What we're looking for

We're looking for photos of islands and island life – whether that's landscape, seascape, wildlife, food, culture, people, landmarks, or something else spectacular. We have a focus on depicting community with the images we use so we do prioritise photos showing habitation where possible.

We are looking for photos of the islands covered by the project (see section 6) which:

- were taken by you and that you still own the intellectual property rights for;
- were taken in a safe and legal manner;
- do not promote dangerous, irresponsible or illegal activity;
- do not invade the privacy of others;
- are suitable for viewing by all ages;
- do not violate copyright or the intellectual property rights of others.

In addition, you should note that **photographs depicting people** are permitted, but that a photographic permissions slip is required for any photos where people are recognisable.

## 2        Submission process

In order to manage the submission of photos from across all 72 islands we are asking you to:

- select the images you would like to be considered for the project and ensure that these are high resolution;
- change the file names of these photos to indicate (in this order) the island, the subject matter and your name – for example Jura_CraighousePier_AnneMacDonald.jpeg or Benbecula_Lobster_JoeBloggs.jpeg;
- complete a declaration / submission form with your information and sign and date this;
- create a Dropbox folder and share it with passport@hitrans.org.uk;
- upload your declaration / submission form and your photos to the Dropbox along with any permissions slips required;
- email passport@hitrans.org.uk to confirm you have completed these steps.

## 3        How your photos will be used

Our team will take a look at your photos when we are developing new materials for the project in order to select images to showcase our islands.

If we select your photo for use, we will email you and confirm that we plan to use it for the project, in line with the declaration/agreement you have signed, and advising you how to claim your payment.  You will need to invoice us for payment – we can provide an easy invoice template for you to use if required.

We use a wide range of photos as in our app, website and physical passport, but we will also need new photos as the project progresses.  Each time we need something new, we will look at what is available in your Dropbox folder and contact you to let you know if we would like to use any of your images.

## 4     What if I no longer want my images to be used?

You are in control of the Dropbox folder you submit photos to and we will not save these photos elsewhere unless we use your images and pay you for their use.  So if, at any point, you decide you no longer want your photos to be used for the project, you simply need to remove our access to the folder.

In this instance, we will not use any further images from that folder, though we will retain the right to use any images we have already licenced from you for up to two years from the date first used in line with our agreement.

## 5     Fees and credits

The Scottish Islands Passport Project will pay a one-off fee of £20 per photograph for non-exclusive rights to use your photo across print, digital and marketing materials for a maximum period of 2 years from first usage. We will inform you, if and when the photos you have made available have been selected for use and you will be provided with information on how to invoice us to receive payment.

You will be paid as a freelancer in line with Highland Council procurement procedures.  You will be responsible for paying any tax, National Insurance or any other fees associated with your earnings from this project.

You will be credited as a contributing photographer to the project and alongside each photo where relevant. There may also be further opportunities to promote your work as part of this project and we will be in touch as we develop this area.

## 6     Islands covered by the project

The following Islands are covered by the Scottish Islands Passport Project:

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|---|---|---|
| Arran | Great Bernera | Sanday (Orkney) |
| Baleshare | Grimsay | Sanday (Small Isles) |
| Barra | Grimsay, SE Benbecula | Scalpay |
| Benbecula | Harris | Seil |
| Berneray | Housay | Shapinsay |
| Bressay | Hoy | Skye |
| Bruray | Iona | South Ronaldsay |
| Burray | Islay | South Uist |
| Bute | Jura | South Walls |
| Canna | Kerrera | Stronsay |
| Coll | Lewis | Tiree |
| Colonsay | Lismore | Trondra |
| Cumbrae | Luing | Ulva |
| Easdale | Mainland, Orkney | Unst |
| East Burra | Mainland, Shetland | Vatersay |
| Eday | Muck | West Burra |
| Egilsay | Muckle Roe | Westray |
| Eigg | Mull | Whalsay |
| Eriskay | North Ronaldsay | Wyre |
| Fair Isle | North Uist | Yell |
| Fetlar | Oronsay | |
| Flodaigh, Benbecula | Papa Stour | |
| Flotta | Papa Westray | |
| Foula | Raasay | |
| Gigha | Rousay | |
| Graemsay | Rum | |