



READ POSTER POLICY

READ posters are produced using READ software purchased from the American Library Association in accordance with its copyright rules. The purpose is to promote reading and library awareness by featuring prominent UNF personalities and authors.

I. Photographs.

- A. Photographs may be acquired in the following ways.
 - 1. Donated by the subject.
 - 2. Acquired from a professional photographer.
 - 3. Taken by library staff.
- B. Photograph resolution/quality.
 - 1. Should be in digital format suitable for use with Adobe Photoshop.
 - 2. Should be shot in the highest resolution possible.
 - 3. Should be in jpg or TIFF format.

II. Posters.

- A. Number of posters.
 - 1. Two copies for the library – one for framing and display, one for Special Collections.
 - 2. One poster (size 20 x 28) copy for the subject/group.
 - 3. Two 8 x 10 color glossy photos for the subject.
 - 4. Others as decided – possibly for other areas of the campus or library.
- B. The electronic file will be given to the subject if it is requested.

III. Poster Information.

- A. The information on each poster should be the same and in the same area of the poster.
- B. Information should include name, title and department of the subject.
- C. UNF Library logo should appear in the same place on each poster.
- D. The date should be somewhere on the poster.

IV. Poster Subject Selection.

- A. The READ poster committee will find subjects and solicit ideas from other library staff.
 - 1. Subjects are chosen primarily from the university community.
 - 2. Subjects could include visiting celebrities or local dignitaries.
- B. Suggestions from the university community will be considered
- C. The Head of Public Services will approve the proposed person/group.
- D. The Library Dean will make the final decision for any possibly controversial subjects.

V. Copyright.

- A. Subject-supplied photographs must be accompanied by a signed copyright release.
- B. Subjects agreeing to be photographed by or for the library must agree to assign copyright to the library.