



Article I. Contributor Contract - Bowline Images

Section 1.01 Image Contributors

- i. Individuals may be invited to become contributors on agreement of all editorial and management members of Bowline Images.
- ii. Contributors will not be entitled to any dividend from the company, nor will they own any shares.
- iii. Contributors must provide an accurate name, address, email contact address, and a Paypal ID. No anonymous or fictitious contributors will be accepted.
- iv. Contributors have the right to cease by providing a written request giving at least 30 days' notice.
- v. Bowline images reserves the right to cancel the contribution status of any contributor without notice or reason.
- vi. On cessation, all images belonging to the contributor will be removed from the company servers and will no longer be offered for sale. The balance of account will be paid within 14 days of this date.
- vii. Contributors agree not to discuss the contents of this agreement with anyone not connected with Bowline Images.
- viii. Contributors will have access to a common private Facebook group to discuss opportunities, sales and general issues relating to Bowline Images.

Section 1.02 Image Ownership

- i. All images uploaded to the company's website will remain the copyright of the contributor. By uploading to the website you are authorising Bowline Images and its agents the rights to distribute images for Rights Managed sales at the best obtainable price.
- ii. The contributor is entitled to sell, market and distribute images via other means or agencies, provided the same general licencing terms are in force (i.e. a Rights-Managed image on one agency must not be sold as Royalty-Free on another), and the image licence is not knowingly sold for a lesser fee elsewhere.
- iii. All images must be taken in accordance with all legal and lawful requirements. Images must not be taken where the photographer was trespassing, was failing to respect the privacy of any subject, or any other situation which could lead the photographer to any form of legal prosecution. Bowline Images will immediately remove any such image where they are aware of the infringement, and take no responsibility for such images.

Section 1.03 Image Quality

- i. Bowline Images is primarily a stock library for images from Northern Ireland, or with a very strong Northern Ireland link. Images which cannot demonstrate such a link will be rejected.
- ii. Bowline Images also accepts news images which are relevant and have sufficient merit. News images must be correctly captioned including the location and date. They may be processed to correct exposure, white balance or cropping, but must not be materially altered in any way (for example, but not limited to, composite images, having elements removed or moved etc). Contributors will not be entitled to upload news images without approval, following an assessment of their ability to accurately caption images, and upload them within an acceptable time.
- iii. Images must be uploaded as 8-bit sRGB or Adobe RGB JPG images with no compression. The minimum image size is 3000x2000px.
- iv. Contributors must be able to demonstrate a high quality of workmanship including images which pass a number of quality checks (accurate exposure, white balance and tonal range, as well as sharp and low noise images)
- v. B&W converted images will normally not be accepted as they are difficult to licence. Images which have had heavy processing including, but not limited to, changes to colour saturation, hue or luminance are prohibited.
- vi. Bowline Images editors have the right not to accept any image and do not have to provide a reason for the rejection or any subsequent removal.
- vii. Bowline Images is not an archive or backup service. Contributors are expected to manage their own local library. Requests by contributors to have images returned to them in any way will be rejected.

Section 1.04 Image Metadata

- i. All images must have metadata pre-populated prior to upload. This can be done in all good image processing and management software, or within Windows or Mac OS.
- ii. The following IPTC fields must be completed:
 - Title – a short caption with no more than 8 words
 - Caption – A longer caption describing the image (displayed on Bowlineimages.com as “Description”). News and archive images must include the date and location. The caption should describe WHEN the image was taken, WHERE it was taken, WHO is in the image, and WHAT is happening in the image.
 - Keywords – A number of keywords which are relevant to the image. These should be concise, accurate and evidential. As these will be used to find images all keywords must be accurate.
 - Location – where the image was taken in the following format: Area, Town, County.
- iii. All other IPTC fields are optional.
- iv. Contact information, for example (but not limited to) phone numbers, website addresses, emails, twitter IDs are not permitted in any metadata field.
- v. The camera EXIF data must not be removed or altered in any way.

- vi. All captions and descriptions must be written by the contributor.
- vii. All images must be assigned to a primary category. Stock images can be assigned to categories within the “Northern Ireland People” or “Northern Ireland Places” sections. News images must be uploaded to the “Northern Ireland Press” Section. Breaking News must be moved into the archive (or other relevant primary category) after approximately 48 hours.
- viii. Images and metadata will be subject to editorial scrutiny prior to acceptance for publication.

Section 1.05 Sales

- ix. Contributors will be assigned to the Bronze, Silver or Gold category by Bowline, starting at Bronze. Depending upon contributions and sales, Bowline may, at their own discretion, move contributors to Silver or Gold status.
- x. The sale price of each image will be attract a sales commission fee as follows
 - ‘Bronze’ Contributors: 40%
 - ‘Silver’ Contributors: 30%
 - ‘Gold’ Contributors: 0%
- xi. The remainder of the sale price will be paid to each contributor on the last day of each calendar month via Paypal.
- xii. Sale prices will be set at the sole discretion of Bowline Images, and will be based on local market practice. Prices will always be competitive. A default price structure will apply to most images. Where an editorial image is deemed to have a higher value (eg. An exclusive image from a significant news event), Bowline Images will set the price accordingly.
- xiii. Bowline Images does not guarantee any level of sales to any contributor.
- xiv. All sales will be reported to contributors within 7 days. Sales reports may not contain the name of the publication in which it was used. Where this is included, contributors must not directly contact the publication in any way in relation to that image.
- xv. Although Bowline Images may inform contributors and public of specific image sales, to protect the privacy of contributors, sale details (including sale prices, commission rates etc) will not be discussed with any other individual. Overall sales statistics will not be published.

Section 1.06 Fees and Services

- i. In order to maintain a high professional standard, all contributors will be assigned their own Bowline Images email address through which all communications relating to Bowline Images must be made (either with other Bowline Contributors, external organisations such as newspaper editors or PR companies etc). There is a small annual fee for this service which will be passed onto contributors. This is currently £20 per year (or payable in 12 monthly instalments of £2.50 per month). On early termination of contributor status, a refund will be given for every complete unused month.

- ii. Additional services may be offered including personalised business cards, name badges, and press-pass lanyards. Emails will be sent to contributors with details as they become available.

Section 1.07 Commissions

- i. Photographers may be offered commissions, payable at a daily or half daily rate.
- ii. Commissions will always be offered to Gold Members first, then to Silver Members, then to Bronze Members.
- iii. When working on a commission, the photographer will promote Bowline Images and no other distribution channel. Photographers must not attempt to negotiate any additional sales, offers, or other deals while undertaking a Bowline Commission.
- iv. All images taken while on a Bowline Commission are exclusive and can only be distributed via Bowline Images. Such images must not be sold, published or distributed via any other channel.
- v. When attending a commission, the photographer is expected to dress in an appropriate manner depending upon the event. Minimum dress code for all commissions is shoes, trousers and a shirt (i.e. no jeans, t-shirt, trainers etc). For more formal commissions, the photographer is expected to dress to an appropriate level (e.g. black tie, business suit etc)

Section 1.08 Taxes, Costs and Incidentals

- i. Contributors and partners are not employed by Bowline Images: it acts only as a selling mechanism.
- ii. Bowline Images are not responsible for any costs incurred by contributors, whether actual, inferred or implied. No claim for cost will be accepted by Bowline. Any such costs are the responsibility of the individual.
- i. Contributors are responsible for ensuring any income from Bowline Images is declared within their personal tax return. Similarly, any costs incurred will similarly be declared within personal tax returns.
- ii. The partnership pays no salary, pension contributions or National Insurance contributions for any partner or contributor.