

	Gasóga na hÉireann/Scouting Ireland			
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<b>Scouting Ireland – Graphic and Publications Policy</b>				
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### **Scouting Ireland Graphics**

Scouting Ireland has commissioned and created numerous graphics to augment the identity of Scouting Ireland. This intellectual property is a valuable resource to Scouting Ireland and it is important that we catalogue and protect this from unlawful use. It is also important that each graphic created be it by a professional on a paid basis or by a volunteer that the rights of this graphic are assigned to Scouting Ireland before it comes into use.

### **Scouting Ireland Publications**

Scouting Ireland has commissioned and created numerous publications to augment the delivery of Scouting to our members. This intellectual property is a valuable resource to Scouting Ireland and it is important that we catalogue and protect this from unlawful use. It is also important that each Publication created, be it by a professional on a paid basis or by a volunteer that the rights of this Publication are assigned to Scouting Ireland before it comes into use.

### **Scouting Ireland Graphics Register**

Scouting Ireland will compile a Register of Graphics with which they have the rights to. Each graphic approved for addition to the Register will be assigned an individual number and 3 versions of the file are to be kept.

1. A JPEG of the graphic file 300 dpi
2. A PNG of the file
3. A EPS of the file

A catalogue of each graphic will be maintained with reference to what file the original graphics are stored in.

### **Scouting Ireland Publications Register**

Scouting Ireland will compile a register of publications that they have the rights to. Each publication approved for addition to the Register will be assigned an individual number and 3 versions of the file are to be kept.

1. A word version of the file (at least of the text element)
2. A PDF Version of the File
3. A print ready version of the file

A catalogue of each publication will be maintained with reference to what file the original graphics are stored in.

### **Assignments of Rights**

The rights to each graphic and publication listed on the Register of Graphics or the Register of Publications will, where appropriate, be assigned to Scouting Ireland or assigned to Scouting Trust Property Limited in trust for Scouting Ireland. The assignments of rights document is a legal document signed by the designer/s of the graphic/publication giving sole rights to the use of the graphic/publication to Scouting Ireland. A file will be maintained in National Office for all documentation required in connection with the Registers. A template is available from National Office for use by a volunteer who is assigning the rights to Scouting Ireland and there is also a version for use with a designer who was commissioned to produce a graphic or a publication.

## **Copyright**

Any graphic or publication included on the Register of Graphics or the Register of Publications may be vested in Scouting Trust Property Limited in trust for Scouting Ireland. Any graphic or publication should not be published or reproduced on any item without the permission, subject to review of an accurate sample, by the Communications Commissioner of Scouting Ireland.

When a Scout Group, Scout County, Scout Province, National team, or any member thereof, or any member of the Association or any board or committee or team thereof or any third party wishes to use a graphic or a publication or any part thereof on a badge, textile item (for example, any item of clothing), banner, flag, scarf or other printed, embroidered or other item or in any medium whether on paper or in electronic form a proof of the item and/or an exact indication of how the graphic or publication or part thereof will be represented on same must be submitted to the Communications Commissioner via post/email in advance of the said work being commissioned or in advance of the graphic being displayed or used. The Communications Commissioner will, where appropriate, provide a written permission for the use any graphic or publication or any part thereof. This permission will detail the agreed use of the graphic or publication or such part thereof. A file of permissions will be maintained in National Office. Use of any graphic on the Register of Graphics or publication on the Register of Publications or any part thereof is not permitted until the written permission of the Communications Commissioner is available.

This is to ensure that the integrity and consistency of the identity of Scouting in Ireland is maintained and protected by having it checked against the designer's proof of the original design and will ensure that we can build the Scouting Ireland identity nationally with complete confidence. It is also to protect unauthorised use of any graphic or publication. Scouting Ireland and its members are vigilant in how we use our identity. Proper use of identity will build and grow a stronger Scout Movement that will engage young people well into the future.