# AHRQ Publishing and Communications Guidelines

# Release Form for Use of Previously Recorded Audiovisual Materials, Including Photographs

## Instructions

This release is required for use of still and video stock footage, music, graphics, and photographs owned by a specific person or company. Licenses must provide AHRQ, not the Contractor, with worldwide rights in perpetuity to distribute the material by any means, and across any distribution platform (existing or to be conceived) as AHRQ sees fit.

Please note that if the licensing company will only list the Contractor as purchaser, the Contractor must attach a note stating the name of the specific project and video for which the license was obtained and that the rights belong to AHRQ.

If these materials are personal property, Contractors should ask owners if the materials need to be returned, and by what date, and include that information on the form.

If you are obtaining materials from an archival site, such as a library, make sure that your contract or other permission provides worldwide rights in perpetuity.

July 2024

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I hereby provide existing recordings or photographs and grant, in perpetuity, to the Agency for Healthcare Research and Quality (AHRQ), permission to:

* Use these existing recordings, including any with my image and/or voice, on video, audio, photograph, or other medium. Permission granted here does not mean that AHRQ has exclusive rights; materials also may be used elsewhere.
* Use my name, biographical information, and other identifying information in connection with or promotion of these recordings or photographs. If AHRQ asks, I will provide the identifying information for each item.
* Include these materials in whole or in part, without restriction or limitation, for any informational, educational, or promotional purpose that AHRQ deems appropriate but only as relates to [NAME OF AHRQ PROJECT]. If the material is to be used for another AHRQ project, AHRQ will ask for additional permission.
* Adjust, modify, or transform my image using generative AI technologies currently existing or developed in the future, to enhance, stylize, or adapt the recordings for specific uses as determined by AHRQ. AHRQ will not alter images in a manner that may be considered lewd, is illegal, or is otherwise inappropriate (e.g., medical procedures in which the person is nude or partially nude).

I do [**OR** do not] ask AHRQ to return the materials to me when the project is completed [or by XX date].

I hereby waive any right to inspect and approve the rough cut, draft, promotional, or finished products.

AHRQ will not provide me with royalties, compensation, or residuals for this use.

Name:

Address:

Phone Number (include area code): Email:

Signature (sign or type name, use touch screen to sign, or insert image):

Date:

Signature of Parent or Guardian of a Minor (sign or type name, use touch screen to sign, or insert image):

Date: