

# Using photos, video and audio

## Procuring photography and video production

If you are procuring professional photography and/pr video production you must use suppliers on our framework.

The photographers and film companies on the framework can deliver high quality work across a range of different specialisms.

In line with procurement rules only suppliers on the framework can be used by the council for photography and video production services.

If you want to use a photo/video supplier, begin by contacting your [Senior Communications Business Partners](#).

## Consent forms

If you're commissioning photography, audio or video recording on behalf of the Council, you must ensure that you have signed consent forms for any individual who is clearly identifiable in the media captured. This applies to:

- employees
- Councillors
- members of the public.

This will help us make sure we are compliant with data protection laws and allow images to be stored and shared using our photo library.

### Media consent form

- [media consent form \[PDF\]](#)
- [media consent form \[Word\]](#)

## Big groups

For big groups of people – for example street scenes of a town centre – it's not practical to get permission from people before you take any photographs. It is recommended that you put up an A-board sign on the street, highlighting that photos will be taken between specified times by the County Council.

## Context

The important thing is to think about the context you'll use the photo in.

If you're preparing a leaflet about a sensitive subject, such as domestic violence, it's unwise to use general photographs you've taken to illustrate the issue.

There is a box on the Media Consent form that can be ticked to highlight that the media is for specific, not general use.

## Storing photographs and consent forms

You can access the [photo library](#) using your network login details.

The online photo library is administrated by the Communications and Marketing Team.

Photographs, audio clips, video content and the associated consent forms are uploaded and linked together in the system to retain a thorough record.

All digital media commissioned and captured for the Council should be uploaded to the Council's digital photo library.

If you've got any questions about accessing or adding content please contact the Digital Team:

- email: [econtent@nottsc.gov.uk](mailto:econtent@nottsc.gov.uk)
- telephone: 01159 772 738.

## Specifications

### Photographs

Photos should be at least:

- 5 megabyte RGB JPEG file
- minimum 300dpi resolution
- physical image size approx 440mm x 317mm - slightly bigger than A3 size.

### Video

Video should be recorded at the highest resolution available, ideally:

- High Definition (HD) - 1920 x 1080 resolution
- MP4 video format.

### Audio

Audio should be recorded at the highest quality available, ideally:

- file format: WAV or MP3
- audio sample rate: 44.1KHz, 24bit.