Figure Permission Scenarios when Publishing with ASHRAE

You want to use a photo/graph/diagram/etc. that	So you need to
you took or created yourself specifically for this book and you can't imagine ever needing to use it for any other purpose	Note in the in the final text files submitted to ASHRAE staff that the figure was taken/created specifically for this book. (This note will not be included in the final publication.)
you took or created yourself specifically for this book and intend to use it again later for other purposes	 Fill out ASHRAE's Permission Request Form* as both the requestor and the copyright holder. Note in the final text files submitted to ASHRAE staff that the figure is being reprinted with your permission. Supply a copy of the completed Permission Request Form to ASHRAE staff.
you took or created yourself and have already used in other publications	
your company uses in company reports, publications, websites, etc.	 Fill out ASHRAE's Permission Request Form* as the requestor and send the form to someone at your company with the authority to grant permission to reprint the company's intellectual property. Note in the final text files submitted to ASHRAE staff that it is being reprinted with the permission of your company. Supply a copy of the Permission Request Form completed by the copyright holder to ASHRAE staff.
has previously been published in a different ASHRAE publication (a paper, a book, a standard, a Handbook volume)	Note in the final text files submitted to ASHRAE staff that you would like to use the figure in this publication <u>and</u> indicate the original ASHRAE source the figure comes from (including a figure number or page number). The Director of Publications and Education will approve most requests; staff will alert you if your request is not approved.
has previously been published in print or online by a U.S. Government entity	Note in the final text files submitted to ASHRAE staff that the figure is being reprinted from this entity and indicate the original source the figure comes from (including a figure number or page number).
has previously been published in print or online by a nonprofit or for-profit organization, association, or company	 Fill out ASHRAE's Permission Request Form* as the requestor and send the form to the copyright holder to request permission to reprint their intellectual property. Note in the final text files submitted to ASHRAE staff that it is being reprinted with the permission of the copyright holder. Supply a copy of the Permission Request Form completed by the copyright holder to ASHRAE staff.
you found on a website	
is available via an online image repository, such as iStockphoto, Shutterstock, Getty Images, the NREL Image Gallery, etc.	Note in the final text files submitted to ASHRAE staff the repository the figure was obtained from <u>and</u> provide the URL for the image in that repository or the image's identifying code or designation used by that repository. Staff will find the language required to be used to credit that repository for this image in the final publication.
is your own modified/adapted version of an image from any of the above sources	 Fill out ASHRAE's Permission Request Form* as the requestor and send the form to the copyright holder to request permission to modify/adapt their intellectual property. Note in the final text files submitted to ASHRAE staff that the image has been modified/adapted. Supply a copy of the Permission Request Form completed by the copyright holder to ASHRAE staff.

*ASHRAE's Permission Request Form can be found in ASHRAE's <u>Interactive Authors' Manual for Books and Papers</u>. The **requestor** fills out everything except the bottom box; the **copyright holder** fills out the bottom box.