



GETTING AND GIVING CONSENT FOR IMAGES ON WIKIPEDIA

Whose Knowledge? | #VisibleWikiWomen Campaign Kit | Updated March 2019 | Licensed CC BY-SA 4.0

You can only upload images to Wikimedia Commons for use on Wikipedia if you

- are the creator of the image, or
- have explicit permission from the creator of the image.

If you're uploading an image that someone else created (which means that they own the rights to that image), you'll need to show that you have their permission to release it under a free license. This happens quite often and the Wikimedia Commons community has created a process to help you. We know this can sound complicated but don't worry! Here are three basic steps to follow.

Here is how to upload an image that someone else owns:

STEP 1

Upload the image file to Commons:

<https://commons.wikimedia.org/wiki/Campaign:VisibleWikiWomen>

STEP 2

Choose ***This file is not my own work***. When you describe the file before publishing your upload, add this bolded phrase to the "Source" box: **{{subst:OP}}**

- This file is not my own work.**

Source

Where this digital file came from — could be a URL, or a book or publication.

`{{subst:OP}}`

Then save your edit. This last bit might feel a little weird, but is very important to do: it will automatically add a note on the image's page. This note will let the Commons community know that you're in the process of asking the creator to publicly share this image under a free and open license. Without this notice, people might delete the image you have so carefully uploaded!

STEP 3

Ask the person who owns the image to write an email to the Commons community, using the text below.



MAKE SURE THAT YOU:

- Give them the full and correct text so they simply have to copy and paste it into an email of their own!
- **Include the link** to the page on Commons where you have uploaded the image.
 - ✓ Copy the link of the page where you have uploaded your image.
 - ✓ Then add this link to the email text below, where it says `https://commons.wikimedia.org/wiki/File:FILENAMEHERE.JPG`.
 - ✓ Please remember this step, because without the link to the image, the Commons community does not know which image you are getting consent for!
- **Have them send this email to `permissions-commons@wikimedia.org`**

SCENARIO 1: USE THIS EMAIL TEXT IF THE CREATOR IS AN INDIVIDUAL WHO OWNS THE IMAGE (E.G. THEY TOOK THE PHOTO THEMSELVES)

*I hereby affirm that I, **MY NAME**, am the creator and/or sole owner of the exclusive copyright of the media work: <https://commons.wikimedia.org/wiki/File:FILENAMEHERE.JPG>.*

I agree to publish the above-mentioned work under the Creative Commons Attribution-ShareAlike 4.0 International. I acknowledge that by doing so I grant anyone the right to use the work, even in a commercial product or otherwise, and to modify it according to their needs, provided that they abide by the terms of the license and any other applicable laws.

I am aware that this agreement is not limited to Wikipedia or related sites. I am aware that the copyright holder always retains ownership of the copyright as well as the right to be attributed in accordance with the license chosen. Modifications others make to the work will not be claimed to have been made by the copyright holder.

I acknowledge that I cannot withdraw this agreement, and that the content may or may not be kept permanently on a Wikimedia project.

Signed,
MY NAME
DATE

SCENARIO 2: USE THIS TEXT IF THE CREATOR REPRESENTS AN ORGANIZATION WHO OWNS THE IMAGE (E.G. THEIR ORGANIZATION WANTS TO DONATE A FILE)

I hereby affirm that I represent **IMAGE OWNER**, the creator and/or sole owner of the exclusive copyright of the media work: <https://commons.wikimedia.org/wiki/File:FILENAMEHERE.JPG>.

I agree to publish the above-mentioned work under the Creative Commons Attribution-ShareAlike 4.0 International. I acknowledge that by doing so I grant anyone the right to use the work, even in a commercial product or otherwise, and to modify it according to their needs, provided that they abide by the terms of the license and any other applicable laws.

I am aware that this agreement is not limited to Wikipedia or related sites. I am aware that the copyright holder always retains ownership of the copyright as well as the right to be attributed in accordance with the license chosen. Modifications others make to the work will not be claimed to have been made by the copyright holder.

I acknowledge that I cannot withdraw this agreement, and that the content may or may not be kept permanently on a Wikimedia project.

Signed,

MY NAME

MY RELATIONSHIP TO OWNER of IMAGE

DATE

Once the Commons community receives this email from the image creator, a volunteer will check the information provided by the image creator and confirm that the image has the proper permissions to be openly and freely shared. If the volunteer has further questions, they will email the creator back. Once all the questions are resolved, the image will live on Wikimedia Commons indefinitely and could be used to illustrate a woman's biography on Wikipedia!

You're done! Thanks for your hard work improving Wikipedia and the broader internet.



RELATED RESOURCES

- [How to upload images to make women visible on Wikipedia and the Internet](#)
- [How to find images on the internet to illustrate Wikipedia](#)
- [Dos and Dont's for adding images to Wikimedia Commons and Wikipedia](#)
- [How to create drawings for Wikipedia](#)
- [How to ask for image donations](#)