



ACCESS TO THE LUNDQUIST COLLEGE IMAGE LIBRARY

The college's photo library is on the O: drive at

- PC: **O:\Administration\Communications\ImageLibrary**
- Mac: **smb://lcb-file2/Shared/Administration/Communications/ImageLibrary**

All college faculty and staff have access to view and download photos from the image library.

UPLOAD IMAGES

To share photos with the communications team, you may upload images to the communications Public folder at

- PC: **O:\Administration\Communications\Public**
- Mac: **smb://lcb-file2/Shared/Administration/Communications/Public**

Once you have uploaded the photos, please email uobusiness@uoregon.edu to let us know.

NOTE

Photo releases are required for all individuals, including faculty, staff, donors, alumni, and students.

FERPA releases are also required for photos of current UO students.

Copies of both forms can be downloaded at business.uoregon.edu/communications.