

## Pictometry License Guidelines

The use of Pictometry Imagery and the Electronic Field Study software is intended for authorized users such as state agencies, regional planning agencies, and towns. The following is a list of frequently asked questions regarding the Pictometry License Agreement:

**Q: I am an authorized user and was wondering if I am allowed to use this imagery as a visual tool in my PowerPoint presentation, exhibit on poster board, or in a report?**

A: Yes, under the MassHighway license agreement, it is acceptable for an authorized user to present the imagery in any of these forms as long as the Massachusetts agency has prepared the imagery for agency business and **not** as a request by a citizen or consultant.

**Q: I am using a Pictometry Image as part of a presentation/report to discuss a municipal issue. Am I allowed to distribute a copy of this image to the public to take home?**

A: Yes, you may distribute a copy of the image to the public from a report, PowerPoint slide printout, meeting hand out, or other format prepared by the municipality for town business purposes.

**Q: Is it permissible to use Pictometry imagery and Electronic Field Study software “live” at a public meeting?**

A: Yes, it is acceptable to use the Pictometry images in a “live” setting as long as you are using it to conduct town business.

**Q: Does Pictometry offer any distribution license that would allow our municipality to print or export any Pictometry image to the public?**

A: No, according to the MassHighway license, the Pictometry imagery can only be used for town business purposes. A consultant or public citizen’s request for general imagery would not be considered town business. The public or consultant may **only** obtain copies of images that have been previously prepared by the town for use in reports, PowerPoint presentations, or meeting handouts.

**Q: Our town has hired a consultant/contractor to work on a municipal project. Can I give this consultant/contractor a copy of the Pictometry imagery and software to use on an offsite or personal computer?**

A: A hired consultant or contractor working on a municipal project is able to view the Pictometry imagery using the Electronic Field Study software using town-owned computers at the municipal hall. It is unacceptable to allow a hired contractor or

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consultant to install the Pictometry imagery and/or the Electronic Field Study software on an offsite or personal computer. The consultant would also need to sign an end-user agreement before using Pictometry.

**Q: I work for a municipality and a member of the public has requested a Pictometry image of an area that is located in our town. Under the license agreement, can I give this image out?**

A: No, unless the requested image was published by the municipality in a PowerPoint presentation, PowerPoint slide print out, report, or meeting hand out, the municipality cannot provide requested images.

**Q: I work for a regional planning agency and a member of county government has contacted me requesting an image for an area within the county. Can I give this image to the county?**

A: If the county employee or the county director has signed the end-user agreement, then you may provide the requested imagery to the county.

**Q: Our town hall does not yet have computer technology. One of our Board members has volunteered to have the software and imagery installed on his home computer. Is this permissible under the license agreement?**

A: Under the license agreement, this installation would be acceptable. However, a better policy would be for the town to purchase a computer for Pictometry use at the town hall. Also, a good option would be to install the imagery on a computer being used by the town's fire or police departments. The major drawback to having the imagery only installed on the Board member's home computer is that no other town employees would be able to use the imagery to conduct town business.

**Q: For each time an employee of an authorized agency uses Pictometry, do they need to enter the use on the Pictometry user spreadsheet.**

A: As part of the Pictometry license, each agency authorized to use Pictometry (must be a Massachusetts Agency and submitted an end-user agreement) must complete a user spreadsheet, which contains the agency name, computer ID, user, user title, and reason that user needs to use Pictometry. For each user, an entry must be made in the spreadsheet. Each agency only needs to enter a user into the spreadsheet once, not for each use.