



# BOARD POLICIES

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## PHOTOGRAPHY IN LIBRARY

Category: Operational

Approved: August 27, 2008

### **Photography for Library Use**

Individuals photographed must sign a photographic consent and release form if photos, videos or audio clips are to be used by the library in any published form and medium of advertising or publicity for an unlimited period of time.

A parent or guardian must sign a release if the individual photographed is under 18 years of age. These images, videos and audio clips may be used, but are not limited to, library publications such as promotional brochures, newsletters, library website or other library electronic publications, and showcased in local newspapers and for other nonprofit purposes.

The individual giving consent grants permission for the library to copyright, distribute, and display photographic images. In addition, individuals can choose whether they want to grant permission for the use of their names in connection with any image created.

### **Photography by library visitors**

Casual, noncommercial photography intended to record a visit is permitted in public parts of the library, provided that such photography does not interfere in any way with Library operations or capture identifiable likenesses of individuals without their permission. Projects that require additional equipment such as supplemental lighting, staff involvement, or after-hours access, should be referred to the Director, Marketing Director or Deputy Director for permission.

Maintaining the privacy of our visitors is of primary importance. Individuals who photograph or film must honor requests from individuals who do not wish to be included in any photography. Photos of minors are prohibited without the permission of their parent or legal guardian.

### **Photography by members of the media**

Members of the press are allowed to cover events in the library as it is a public building.

Staff is directed to inform the Director and Marketing Director of any inquiries by the media.

In dealing with the press, our Emergency Procedures Manual states: "Communicate willingness to cooperate with the media and keep them informed as facts are known." A representative of the library should accompany members of the media in the library to provide accurate information.