



ENRICH ENLIGHTEN ENTERTAIN

Photo Permission Policy

February 2015

The Library frequently uses photos of patrons in its publications and display spaces to promote the value, and use of, library products and services.

Photographing Groups of Adults/Children Using the Library

No permission is needed to take photos of crowds using the Library or attending programs.

Photographing Adults

If photographing one adult or a small group (3 or less), ask first. No written consent is needed. Let the adult know that the photo may be used in future library publications, on the library website, social media outlets or in the local newspaper.

Photographing Children Under Age 18

If photographing one child or a small group (3 or less), get parental consent prior to taking the photo. Let the parent know that the photo may be used in future library publications, on the library website, social media outlets or in the local newspaper. In order to publish the child's name in conjunction with the photo, verbal consent from the parent must be obtained and documented

Library customers make take photos in the library with no permission. Local news organizations must contact the Library Director or a Library Department Head.

At the beginning of library events, and in lieu of photo release forms, programmers will announce “**library staff will take photographs which may be used for library promotional purposes. Notify library staff if you do not want to be photographed.**”