



## **Photography Policy**

In order to promote the library's programs and services, the James Prendergast Library sometimes uses photos of patrons in its publications, press releases, and social media. Any library user can decline being photographed. The Library will post this policy and if a library user notices a photo of himself or herself that they would like removed from library publicity, staff will do so upon notification.

### **Photographing Adults**

When photographing one adult or a small group (3 or less), staff will obtain verbal consent if their faces are visible. Written consent will only be required if person's name is to be published.

### **Photographing Children Under Age 18**

When photographing one child or a small group (3 or less), staff will get verbal consent from the child's guardian prior to taking the photo, if the children's faces are visible. Written consent will only be required if child's name is to be published.

### **Photographing Library Events**

At the beginning of library events, staff will announce, "library staff will take photographs which may be used for library promotional purposes. Please notify staff if you do not want to be photographed."

The following sign will be posted in the library to further notify patrons their picture may be taken:

"Your attendance at library programs may be digitally recorded through photographs or video recordings. These images or videos may be posted on our website, on social media outlets, or local publications. If you do not wish your image to be published, please notify library staff before or immediately after the program. No individual identification will be used unless the library has a written photo release form."

### **Photographing Groups of Adults/Children**

No permission is needed to take photos of crowds during events at the library.

### **Liability**

The Library accepts no liability for the use of photos or film resulting from the activity of any other person not under the direct supervision of the James Prendergast Library. Any persons filming or photographing on Library premises have the sole responsibility for gaining all necessary releases and permission from persons who are filmed, photographed or imaged. Further, the photographer or

videographer is solely responsible for ensuring that no copyright infringement occurs while conducting his or her activity. The Library undertakes no responsibility for obtaining such releases.

### **Rights of the Library**

The Library reserves the right to enforce all above provisions at its sole discretion. The Library's first priority is fulfilling the mission and policies of the James Prendergast Library, and as such, has the right to terminate the activities of any person which it feels in its sole discretion are inconsistent with the mission or other policies. All staff of the James Prendergast Library is authorized to terminate any photography, filming or imaging which appears to compromise the safety, security and enjoyment of its patrons.