

## Video and Picture Taking

Our library is a public space and all members of the public are welcome to take photographs in our space. When photographing members of the public it is recommended that the photographer inform the subjects of the image to gain their consent. If a member of the public does not wish to be photographed, please respect their choice.

**As Library Staff:** when featuring (i.e. close-up, where no other faces are visible) a guest in your photograph;

- Obtain their verbal consent prior to taking photos
- If they are a minor under the age of 18, written consent from a parent or guardian should be obtained. The Library maintains a Model Release Form, which should be utilized.

**Model release forms are not required for:**

- group images with more than 1 person
- images of adults where you have received verbal consent
- images that will NOT be published

**For library Programs:** Programmers will need to announce at the beginning of each program that “the Library may photograph or videotape you for library promotional purposes. Notify library staff if you do not want to be photographed.”

**As a Member of the Public:** If you do not wish to have your photograph taken while attending a Library program, please inform the librarian or photographer. Members of the public may take photos in the libraries with no permission forms, however they too must respect the privacy of other guests. If they are setting up a formal photo session or if they are with a local news organization, they must first contact the Chief Executive Officer.

Individuals violating this policy may be asked to stop photographing or leave the Library.

Adopted: June 2021