

PHOTOGRAPH AND VIDEO POLICY

The Lodi Memorial Library periodically sponsors or conducts programs or projects during which there may be photographs and videos of participants, adults and children attending library, taken by staff. These photographs or videos may be taken as a record of the event, for publicity purposes, or to be submitted to the local newspaper or library publications as part of the promotion and encouragement of use of the library. The parent or guardian of the child who participates with the child or whose child participates in a library program or project is deemed to have given permission individually and as a parent or guardian for the participant, whether an adult or child, to be photographed or videoed with other participants in the library event and/or is deemed to have waived any objection to such pictures or videos.

However, it is library policy that no information about an adult participant, parent or guardian, or child will be included in any publicity, other than the picture or video, without the written consent of the individual adult or of the parent or guardian who brings the child to or permits the child to participate in the library program. Library personnel will only use and release the specific information which a parent or guardian supplies to the library on the *Photograph/Video Information Release Form* which is maintained in the library records and is applicable to all library events after being filed with the library. A *Photograph/Video Information Release Form* may not be completed or signed for a child by anyone other than a parent or guardian of the child.

The library is responsible only for those photographs or videos that are taken by library staff. Generally speaking, events, projects, or programs sponsored by a library, whether or not conducted in or on library premises, is a public event. The Lodi Memorial Library waives any and all responsibility for any photographs or videos that may be taken by other attendees of a library program, by any local or regional newspaper personnel, or by personnel of any other entity attending the public library function.

For photographs and videos not during library events:

1. Candid, snapshot photography is allowed as long as it is not disruptive to the Library's users.
2. Organized, posed group or individual photography or videography, such as, but not limited to staged film shoots, is not permitted, and any photography or videography that blocks building entrances, passages and staircase is not allowed.
3. Photography or videography requiring the use of special lighting or reflectors is not allowed.
4. Photographs and videos may not be used for commercial purposes.

When photographs or film are used for any purpose; the Library requires credit in print and in any finished product. The Library also requires a copy of the publication or film to be provided free of charge.

Borrowed from Screven-Jenkins Regional Library System (2007), University of Washington Libraries (2014) and Barlesville Public Library (2012)

Approved 11/18/15



PHOTOGRAPH/VIDEO INFORMATION RELEASE FORM FOR MINORS AND ADULTS

The Lodi Memorial Library periodically sponsors or conducts programs or projects during which there may be photographs or videos of participants. Since the library is a public facility, photos and videos of adults and children attending our programs may be taken and used for library purposes. Often photographs or videos from such events are published in local or regional newspapers or in library publications or presented as part of a program to the public or to civic groups as a part of the promotion and encouragement of use of the library. By participating you are giving your permission individually and as parent or guardian of your child for you or your child to be photographed or videotaped with other participants in a library event.

If you would like additional information about you or your child to possibly be included with the photograph or video, you must sign and agree to the following. Please only give us on this form that information which may be included, published or utilized for library promotional purposes with regard to the events in which you or your child may be participating.

Please only fill in that line if you wish to have that particular bit of information possibly published along with you or your child's photograph. Indicate "No" on spaces you might otherwise leave blank.

First Name: _____

Full Name: _____

Parent's Name: _____

Age of Child: _____

Town of Residence: _____

Other: _____

Yes, you may use the above information for the person indicated.

Parent Signature

Date: _____

No, I do not wish any information about me or my child to be printed. I have written "No" on each line above to indicate my preference. I do understand that a photo may be taken of my child or of me and used for the purposes indicated above.

Parent Signature

Date: _____