

PHOTOGRAPH / VIDEO POLICY

The Library frequently uses photos of patrons on in its publications and display spaces to promote the value, and use of, library products, its website and/or services. Taking photos of patrons is encouraged and puts the Library at no legal liability. Some general guidelines however, should be followed to ensure positive patron relations.

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 if they mind having their picture taken. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the adult know that the photo may be used in future Library publications, on the Library website, or in the local newspapers.

PHOTOGRAPHING CHILDREN UNDER AGE 18

If photographing one child or a small group (3 or less), get parental consent prior to taking the photo. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the parent know that the photo may be used in future Library publications, on the Library website, or in the local newspapers.

In order to publish the child's name in conjunction with the photo, verbal consent from the parent must be obtained and documented.

INTENT TO PUBLISH OR PROMOTE

If photographing an individual person, a child, or a small group (3 or less), with the express intent of publishing the images on a public platform in order to promote an event or product, a release form is necessary.

PHOTOGRAPHING SCHOOL TOURS AND GROUPS

In the event that a school tour or group is attending the library, a photo release will be sent to the approved group leader requesting permission for photographs. It is the responsibility of the group leader to be aware of those in their group that should not be photographed or broad cast. This release is a goodwill gesture, but it is not legally required. Let the adult know that the photo may be used in future Library publications, on the Library website, or in the local newspapers.

Original: Unknown

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Reviewed: 2016, 2024, 2025

Approved by the Library Board of Trustees

VIDEO/PHOTOGRAPH RELEASE FORM

I hereby grant The Nicholas P. Sims Library ("Sims Library") the irrevocable right and permission to use photographs and/or video recordings of me on the library's and other websites and in publications, promotional flyers, educational materials, derivative works, or for any other similar purpose without compensation to me.

I understand and agree that such photographs and/or video recordings of me may be placed on the Internet. I also understand and agree that I may be identified by name and/or title in printed, Internet or broadcast information that might accompany the photographs and/or video recordings of me. I waive the right to approve the final product. I agree that all such portraits, pictures, photographs, video and audio recordings, and any reproductions thereof, and all plates, negatives, recording tape and digital files are and shall remain the property of Sims Library.

I hereby release, acquit and forever discharge the Nicholas P. Sims Library, its current and former trustees, agents, officers and employees of the above-named entities from any and all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said photographs and/or video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

I hereby warrant that I am eighteen (18) years old or older and competent to contract in my own name or, if I am less than eighteen years old, that my parent or guardian has signed this release form below. This release is binding on me and my heirs, assigns and personal representatives.

Signature of Individual Photographed/Recorded

Date

Printed Name of Individual Photographed/Recorded: _____

Signature of Witness (Employee)

Date

If individual photographed/recorded is under eighteen (18) years old, the following section must be completed: I have read and I understand this document. I understand and agree that it is binding on me, my child (named above), our heirs, assigns and personal representatives. I acknowledge that I am eighteen (18) years old or more and that I am the parent or guardian of the child named above.

Signature of Parent/Guardian of Individual Photographed/Recorded

Date

Printed Name of Parent/Guardian: _____

Signature of Witness (Employee)

Date