

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT PHOTO POLICY

PURPOSE

The Garfield County Public Library District wishes to use photos and videos of our buildings, patrons, and activities to promote the value of our libraries.

POLICY FOR PHOTOGRAPHING OR VIDEOTAPING CROWDS

1. The following notice will be posted at each library facility and on the Libraries' website:
"Photos and videos are often taken by staff in the library. These images may be used for promotional purposes on our website, newsletter, posters, in a newspaper, or other venues. Participants in Library activities consent to being photographed or videoed for such purposes, unless staff is notified otherwise. If a photograph or video is taken of you that you do not wish to be publicized you must notify staff immediately."
2. At the beginning of library sponsored events a staff member must make the following announcement:
"Library staff will be taking pictures and/or video of this event/class/program. These images may be used for promotional purposes on our website, newsletter, posters, in a newspaper, or other venues. Please notify library staff if you prefer not to be photographed and/or videotaped."
3. No written permission is needed to take photos or videos of crowds in the library buildings or during library sponsored events.

POLICY FOR PHOTOGRAPHING AND VIDEOTAPING ADULTS

1. If photographing or videotaping one adult or a small group of adults (5 or less) a staff member must first get verbal consent.

POLICY FOR PHOTOGRAPHING AND VIDEOTAPING CHILDREN (UNDER THE AGE OF 18)

1. If photographing or videotaping one child or a small group of children (5 or less, whose faces are identifiable) a staff member must get **WRITTEN** consent from the parent or guardian of each child.

Approved by the Board of Trustees on September 9, 2010

POLICY FOR USING PHOTOGRAPHS AND VIDEOS SUBMITTED TO THE LIBRARIES

1. Any photos or videos of an adult submitted to the libraries by that adult can be used by the libraries as they see fit. If other recognizable adults are in said photos or videos, verbal consent must be given by the other adults.
2. Any photos or videos of a child submitted to the libraries by a child, parent, or guardian can be used by the libraries as they see fit once **WRITTEN** permission is obtained from the child's parent or guardian. If other recognizable children are in said photos or videos, **WRITTEN** consent must be given by each of the other children's parents or guardians.