

## **PHOTOGRAPHY OF PATRONS POLICY**

The Field Library frequently uses photographs of patrons in its publications and electronic media to promote the value and use of library services and products. Taking photos of patrons is encouraged, and puts The Field Library at no legal liability.

### **Statement of Policy**

Some general guidelines are followed to ensure positive patron relations:

- No permission is needed to take photographs of crowds or audiences using the library or attending library programs.
- If photographing one adult or a small group (3 or less), the librarian will first ask if they mind having their picture taken; no written consent is needed, however verbal consent is solicited as a good will gesture but is not legally required.
- The adult will be made aware that the photo may be used for future library publications and purposes, electronic and in print.
- If photographing one child or a small group (3 or less) under age 13, the librarian will first get parental consent prior to taking the photo; no written consent is needed, however verbal consent is solicited as a good will gesture but is not legally required.
- The parent will be made aware that the photo may be used for future library publications and purposes, electronic and in print. In order to publish the child's name in conjunction with the photo, verbal consent from the parent will be obtained and documented in a photography consent form provided by the librarian.

Approved by The Field Library Board of Trustees May, 2013

**Adopted by The Field Library Board of Trustees January, 2013**