

Dorothy Hull Library Windsor Charter Township

Photography and Recording Policy

Purpose

The purpose of this policy is to outline the taking of and potential use of photographs and video of patrons or visitors.

Photos, Video, or Sound Recordings Taken by A Library Staff, Representative or Library Trustee

Attendance at Library programs and/or events in Library space constitutes consent to be photographed for use in print and/or electronic publicity of the Library. Photos, images, and videos submitted to the Library for use in a Library event or contest may also be used by the Library for promotional purposes. These images/recordings are the property of the Library and may be used on the Library's various social media.

To ensure the privacy of individuals and children, images will not be identified using the full name without written approval from the guardian. **If a patron does not want the Library to use a photo or video of them or their child, they must inform the Library staff member who is coordinating the event.**

This policy extends to photographing and filming by library staff at any of the Library's outreach efforts in the community, including at public events.

Photos, Videos, or Sound Recordings Taken by a Third Party

Casual amateur photography, filming, and videotaping is permitted in the Library facilities for patrons and visitors provided that it does not interfere in any way with Library operations or capture any identifiable likenesses of individuals without their permission. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed. In no circumstances may anyone take a photo or film a Library patron without the written consent of the patron, or their parent/guardian, if a minor.

Photos, Videos, or Sound Recordings Taken by a Commercial Entity

No commercial or public media photos, video, or sound recordings may occur in the Library facilities without the prior permission and approval of the Library Director, or his/her representative. Such approval shall contain the conditions under which the commercial/media photography or filming will take place and address the rights to ownership of the photos/films.