

Boone County Public Library Photo/Video/Recording Policy

STAFF:

Before you begin taking photographs in the Library, you must first determine why you're taking the pictures and how they will be used.

For Promotion:

If you plan to use the photos, with identifiable people, for promotional purposes (posters, brochures, mouse pads, etc.), you need a photo release. If the subject is under 18, a parent or guardian must sign the photo release.

For News:

- Minors: If you take pictures of minors at an event and their faces are identifiable, you need a photo release signed by a parent or guardian.
- Adults: If you take pictures of adults to report about a particular event on the Library's website or social media sites, you do not need a photo release. Before photographing a Library event, announce the following to the group: **"We will be taking photos today to report about this event on our website or social media sites. Please notify Library staff if you prefer not to be photographed."**
- If you zoom in for a close-up on one particular person you will need a photo release.

Photo Release:

- Photo releases are retained for 5 years and then destroyed.

Customers: Customers can take photos/videos/recordings in the Library because it is a public building. Photos must not intrude upon or invade the privacy of the people using the Library. Photo, video and recording of library users without the individuals express consent is not permitted. If a customer wants to set up a formal photo session or if a local news organization wants to take pictures, they need to talk to the branch manager or the public relations coordinator first.



VIDEO/PHOTOGRAPH RELEASE FORM

I hereby grant the Boone County Public Library (the "Library") the irrevocable right and permission to use portraits, pictures, photographs, video and audio recordings ("materials") of me on Library 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 materials 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 materials. I waive the right to approve the final product. I agree that all such materials, and any reproductions thereof, and all plates, negatives, recording tape and digital files are and shall remain the property of the Library.

I hereby release, acquit and forever discharge the Boone County Public Library, its current and former trustees, agents, officers and employees of the above-named entity from any and all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said materials, 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 more 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: _____

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

- BCPL may use my child's first and last name.
- BCPL may only use my child's first name.

To help us identify you, please list descriptive features (clothing color, hair color, etc.)

Printed Name of Parent/Guardian: _____

Phone Number: _____