

## Boone County Public Library Photo/Video/Recording Policy

### STAFF:

Before taking photographs in the Library, determine the reason for the pictures and how they will be used.

- Promotion:
  - If a photo with identifiable people will be used for promotional purposes (posters, brochures, etc.), a photo release is needed.
  - If the subject is under 18, a parent or guardian must sign a photo release.
- For News - If the photo will be used for the news:
  - Minors: If pictures are taken of minors at an event and their faces are identifiable, a photo release signed by a parent or guardian is required.
  - Adults: If pictures are taken of adults are taken and are used to report about a particular event on the Library's website or social media, photo release is not needed.
  - If you zoom in for a close-up on one particular person, a photo release is needed.
  - 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."**

### Photo Release:

- Photo releases should be sent to the PR Department at the Main Library.
- 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 individual's 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 must contact the Branch Manager or the Public Relations Director .



**PHOTO/VDEO/RECORDING 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: \_\_\_\_\_