

# **BAY COUNTY LIBRARY SYSTEM**

## **PHOTOGRAPHY & VIDEO RECORDING POLICY**

### **Public**

Photography and video recording inside or outside the Library by non-library staff is permitted provided the following two conditions are satisfied: (1) the activity does not disrupt other activities going on in the Library; and (2) persons whose images are captured, whether directly or indirectly, give their permission to the person(s) taking the photograph(s) or recording the video(s), either orally or in writing.

### **Library Staff**

Library staff may take photographs or record videos of patrons using the Library that may be used for promotion of Library events. Examples of how images of patrons might be used include, but are not be limited to: the Library's website, the Library's newsletter, program or event flyers, and TV promotions. The same conditions as outlined above apply, except that the permission of the person(s) photographed or video recorded must be obtained in writing, using the [Authorization to Release Photo and/or Video Recording Form](#). For all persons under the age of 18, signed permission is required by a parent or guardian. Signing the form gives the Library permission to use the patron's image only, not the use of their name with the image. Such use requires separate permission, in writing.

Electronic files containing photograph(s) and/or video recording(s) should be emailed to the Community Programs Coordinator, who will store them either on the library website's "gallery" or in a file on the server. The signed original of the authorization form should be put in delivery to the Community Programs Coordinator, who will create a paper file, identifying which photo(s) and/or video(s) the form is specific to.