



Photography and Video in the Library Policy

Created: September 2022

Purpose

The purpose of the Lincoln Pelham Public Library's Photography and Video in the Library Policy establishes guidelines for the collection and use of photographs and videos taken by staff of the Lincoln Pelham Public Library and its programming.

Policy Statement

The collection of photographs and video is done under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for a number of purposes including promotion and documentation. The privacy of clients and Library staff must not be violated.

Definitions

Express Consent: Express consent is obtained through specific written agreement of an individual by means of a completed and signed individual Photo Release Form or digitally during the registration process through Lincoln Pelham Public Library's online event registration software.

Implied Consent: Implied consent is obtained based on the actions of the individual and the specific circumstances. Consent may be implied if the person is advised that their image may be collected, either verbally or via signage.

Obtaining Permission

- Children under 18 years of age must have permission of the accompanying parent/guardian. During the online registration process express consent or dissent to photography will be obtained for all children's and teen programming. Parent/guardians of the participant will be asked if they are comfortable with their children's photograph being taken for Library publicity. The online registration process will not be finalized unless the patron completes the answer to this question. This policy will be available during the registration process.

- In the Library, signs will be posted throughout the building to notify patrons their picture may be taken:

“Your attendance at Lincoln Pelham Public Library programs may be digitally recorded through photographs or video recordings. These images/videos may be posted on our website, on social media outlets, or local publications. If you do not wish your image to be published, please notify Library staff before or immediately after the program. No individual identification will be used unless the Library has obtained express consent.”

At the beginning of general or adult Library events where photos or videos may be taken, Library staff will announce:

“Library staff will be taking photographs which may be used for promotional purposes. Please notify staff if you do not want to be photographed.”

Staff Identification

Library staff that are working during a program or event and are responsible for taking photos/videos must wear appropriate Library identification.

Requirements for Use

- Photos of children under 18 years of age used in digital or print promotional materials must have obtained express consent from a parent/guardian.
- No permission is needed to take photos of crowds during Library events. However, the photo should only be used as a representation or promotion of that particular event.
- With regard to children under 18 years of age, the Library will use or display only the child’s first name, last initial and age to identify photographs or videos.

Liability

The Library accepts no liability for the use of photos or video resulting from the activity of any other person NOT under the direct supervision of the Lincoln Pelham Public Library. Any persons filming or photographing on Library premises have the sole responsibility for gaining all necessary releases and permission from persons who are filmed or photographed. Further, the photographer or videographer is solely responsible for ensuring that no copyright infringement occurs while conducting his/her activity. The Library undertakes no responsibility for obtaining such releases.