

St. Martin Parish Library

Photo Release Policy

Introduction

St. Martin Parish Libraries prides itself on providing a safe and enjoyable experience to all its visitors. The library also recognizes that there are times attendance at programs and events sponsored by the library may be recorded through photography and/or video. The library frequently uses event photos in its publications and social media to promote the value, and use of, library products and services, and to advance the mission of the library. Library buildings are public spaces and entrance into the library constitutes permission to be photographed.

Regulations

To retain the privacy of patrons, volunteers, and staff, the following guidelines are expected to be adhered to in regards to photography within the library.

- A copy of this photo release policy will be displayed at all library locations.
- Patrons and visitors have the right to decline being photographed.
- Library users can request any images of themselves or family members to be removed from library publicity.

Photography of Large Groups

Photo release forms are not needed for large groups. The library defines large groups as 4 or more people.

Photography of Small Groups and Children

The library defines small groups as 3 or less people and defines children as anyone under the age of 18.

Adults:

- Photo release form needed if person's name (first name only) is to be published.
- Only verbal consent is needed if name will not be published.

Children:

- Parent/Guardian verbal consent needed before any photos are taken.
- Photo release form needed if person's name (first name only) is to be published.
- Photo release form needed if child is in a photo with 3 or less people.

Photo Release Forms Required and Stored in Library Headquarters

- For adults only if name is to be published.
- Any photo of children with 3 or less people in the photo.
- Any photo with children if name is to be published.

News Media Photography

The library has an open-door policy for news media reporters who are doing stories that directly involve the library. Advance notice for media photography or filming must be directed to the Library Director. News media personnel will be responsible for obtaining permission of patrons and/or staff being photographed or filmed. The library is not responsible for obtaining permission in such cases.