



Mount Horeb Public Library

Photograph Permissions Guidelines

If the photo is a group shot taken at a large event in the library by library staff or library-commissioned photographers, it is a public space and therefore we should be able to use photographs as long as we don't identify names. But, please try to put out a sign and/or make a statement if you plan to photograph an event. This allows people who don't want to be pictured to opt out.

If the picture is a close-up or focuses on one or two people by library staff or library-commissioned photographers, it is fine to post to Facebook as long as no one is identified. Close-ups cannot be used for website or print materials without a permission slip or verbal permission (this includes verbal permission of a parent for a child).

If the media visits the library, they are allowed to interview, photograph, or videotape customers as long as they are respectful and follow our privacy guidelines. They do not have to make library users sign our permission form. If a media visit is planned, they're asked to check-in with library staff. Library users (and staff) are free to decline an interview or refer media to the Library Director.

When Do Staff Need to Use Photo Permission Forms?

For Models. *For example, say you bring in your child, grandchild, cousin, friend, etc. and shoot photos of him or her, he or she is acting as a model and needs to sign a photo permission form.*

For Close-ups. *For example, you are holding a program. You take a close-up photo of one child because you love the expression on that child's face. You need that child (or his or her parent in this case) to sign a photo permission form.*

When Do Staff Not Need to Use the Form?

At programs held at the library. *Want to take pictures at your program? Now it's easier than ever. (yeah! no more backs-of-heads shots!) In lieu of photo permission forms, programmers will need to announce at the beginning of each program that "the library may photograph or videotape you for library promotional purposes. Notify library staff if you do not want to be photographed." HOWEVER, if you zoom in for a close-up on one particular person in a large group, you will still need to get a photo permission form signed from that person.*

*In addition, a sign will be posted at each event announcing the following:
"Programs, events and classes are photographed or videotaped for library promotional purposes. Notify library staff if you prefer not to be photographed." (That does not mean you can neglect to make the announcement at the beginning of each program.)*