

Photography and Filming Policy

Approved by the library board of trustees November 14th, 2024

Library Photography

Children and adults visiting the Brodhead Memorial Public Library, participating in programs and using library resources may be photographed by library staff members and/or volunteers involved with the library. These photographs and videos may appear without compensation on the Brodhead Memorial Public Library website, in publications, on social media pages, in the newspaper, and other printed or electronic materials related to the role and function of the Brodhead Memorial Public Library. Those who do not want their photograph taken should notify library staff.

Procedures:

1. Taking photographs of library patrons is encouraged and puts the library at no legal liability.
2. No permission is needed to take photos of crowds using the library or attending programs.
3. If photographing one adult or a small group (three people or fewer), ask first if they mind having their photo taken. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the library patrons know the photograph may be used in future library publications, on the library website, social media pages, or in the local newspapers.
4. If photographing a small child or a small group (three children or fewer), get parental consent before taking the photo. No written consent is needed. Let the parent or guardian know that the photograph may be used in future library publications, on the library website, social media pages, or in the local newspapers.
5. In order to publish names with photos, get verbal consent from the library patron.

Commercial photography

The library does not permit commercial photography on or in its facilities. This includes, but is not limited to, using the library building, grounds or interiors as a stage set for portraiture, model photography, and product photography. It includes photography or

filming used to advertise goods or services unrelated to the library for commercial sale or promotion.

Patron/visitor photography

Casual amateur photography by patrons and visitors wanting a memento of their visit is permitted in library facilities as long as additional equipment such as lighting is not used.