

# Harvin Clarendon County Library Photography Policy

## **Policy**

The Harvin Clarendon County Library may take photographs or videos of library users participating in library programs or activities. These photographs or videos may be posted on the library's website, social media account(s) as well as be used by local media outlets and other library publications (such as a library newsletter). A statement about the library's photography policy will be posted at all library events. Patrons may notify library staff if they do not wish to have their photograph taken. Patrons may also notify library staff if they do not wish to have photographs taken of their minor aged child. If photographs need to be used beyond the scope of the guidelines listed above then a signed photo release form will be obtained from the library user photographed.

## **Statement for Posting at Events**

Smile! The library will be taking pictures/video at this event and may use these images on the library website, library social media account(s) and in local media. If you do not wish for your image to be used please notify a member of the library staff immediately before, during, or after the program. Thank you for helping us share news about all the wonderful activities taking place at your local library!

## **Photo Release Form**

The American Library Association makes available a generic photo release form that libraries may customize with their information and is the form that the Harvin Clarendon County Library uses.

Approved by Library Board on 11/18/19