

East Central Regional Library Photo and Video Policy

Approved by ECRL Board of Directors 1/14/19

- I. The Executive Director, or in the Director's absence, the Assistant Director, must preapprove commercial photography, filming or photography requiring lights or other equipment, taking place in ECRL libraries. All requests should be made in writing and at least three days in advance.
- II. The public areas in East Central Regional Library's branches are part of the public environment and therefore, casual noncommercial photography intended to record a visit is permitted, provided that such photography does not interfere in any way with Library operations or patrons or require additional equipment such as lighting.
- III. East Central Regional Library reserves the right to utilize photographs or video taken at the library and during library events, classes and activities. All library patrons consent to the use of their photo being taken at the library or during library events, unless they inform staff of an objection to such use. Images may be used by East Central Regional Library for educational or promotional purposes in print, online and video. Photos, images, and videos submitted by users for online galleries or contests may also be used by the Library for promotional purposes. If a library patron does not wish himself/herself or his/her child to be photographed or recorded, the customer must notify library staff. To ensure the privacy of individuals and children, images will not be identified using full names without approval from the photographed subject, parent, or legal guardian.
- IV. Security cameras may be in use at some ECRL locations. The East Central Regional Library Security Audio-Visual Policy governs the use of security camera footage. Individuals are unable to opt out of security camera monitoring and recording.

The following sign shall be posted in our libraries and/or meeting rooms where applicable.

The East Central Regional Library reserves the right to utilize photographs or video taken at the library for publicity purposes in print materials and online. All library patrons consent to the use of their photo being taken at the library or during library events, unless they inform staff of an objection to such use. No names will be utilized in conjunction with photos without consent.

If you do not want us to use a photo or video of you or your child, please notify Library staff.