

Photo Release Policy

Approved by: Library Board of Control, Date: Apr 2019

Introduction

Bossier Parish Libraries prides itself on providing a safe and enjoyable experience to all its users. The library also recognizes that there are times when the need to capture a permanent image of an event is important. Attendance at programs and events sponsored by the library may be recorded through photography and/or video. The library frequently uses photos of patrons 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 photo release statement will be displayed at all library locations.
- Patrons have the right to decline being photographed.
- Library users can request any images of themselves or family members to be removed from library publicity.
- Patrons and visitors may not take photographs or videos of other patrons or staff without permission of the person(s) being photographed.

Photography of Large Groups

Photo release forms are not needed for large groups. For the purpose of this policy, the library defines large groups as 4 or more people.

Photography of Small Groups

For the purpose of this policy, the library defines small groups as 3 or less people and children as 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- Only verbal consent is needed if name will not be published.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 consent needed before any photos are taken
- Photo release form needed if person's name (first name only) 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 Community Engagement Department. 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.