

Service Policy 490

**Photography Policy**

Adopted: May 20, 2015

Reviewed: November 17, 2017

The Spring Lake District Library permits photography and filming under the conditions listed below to the extent that it does not interfere with the operations, program and activities of the library.

1. Casual amateur photography is permitted for patrons and visitors provided it does not interfere with the operations of the Library or capture any identifiable likenesses of individuals without their permission. Photographers are responsible for securing the necessary releases.
2. No commercial photography, including filming, may occur in Library facilities without prior written permission (except for photography or filming by news media).
3. Permission may be revoked at any time if the photographer or videographer fails to comply with the terms of this policy or other rules and regulations of the Library.
4. The Library reserves the right to use photographs or video/audio recordings taken at Library programs or events for publicity or promotional purposes in printed materials and online. All Library patrons consent to the use of their photographs or recordings taken during Library programs or events. No names will be used in conjunction with such photographs or recordings without express written consent.
5. Photos of art on loan to the library require permission by the artist.
6. This statement will be placed on all flyers, posters, and other public advertisement of Library programs and events: "Library programs and events are photographed or recorded for publicity or promotional purposes of the Library. Persons attending these programs or events consent to the use of their photograph or recording unless they specifically notify Library staff of an objection to such use. No names will be used in conjunction with photographs or recordings without express written consent."