

## **Lewes Public Library Policy for Taking and Use of Photos of Patrons**

Adopted by Lewes Library Board of Commissioners 11/12/08

The Library uses photos of patrons in its publications, display spaces, and web site to promote the value, and use of library products and services. Taking photos of patrons is encouraged and puts the Library at no legal liability. The following guidelines however, should be followed.

### *Photographing Groups of Adults/Children Using the Library*

No permission is needed to take photos of crowds using the Library or attending programs.

### *Photographing Adults*

If photographing one adult or a small group (3 or less), ask first if they mind having their picture taken. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the adult know that the photo may be used in future Library publications, on the Library website or in the local newspapers.

### *Photographing Children Under Age 18.*

If photographing one child or an identifiable group of children get verbal parental consent prior to taking the photo. Written parental consent is required if the photo is to be used in Library display space, Library publications, on the Library website or in the local newspapers, and written consent is required before a child's name can be identified. A copy of the consent form is attached to this policy statement.

### *Photo notification and opt out options:*

We will include the following phrase on library program guides, announcements, newsletter, tickets for special programs and on the website:

"SMILE! Your attendance at programs sponsored by the Lewes Public Library may be digitally recorded through photographs or video recordings. These images may be posted on our website, in our newsletter, by local newspapers or ultimately on the World Wide Web. If you do not wish your image to be published, please notify a member of the Library staff before or immediately after the program. No individual identification will be used unless the library has a signed parental consent photo release form for those under age 18."

LEWES PUBLIC LIBRARY  
111 ADAMS AVENUE  
LEWES DE 19958  
302-645-4633

## Photo Release Form

I hereby give permission for photos taken of my child/children at the Lewes Public Library, or activity sponsored by the Lewes Public Library, to be used by the Library in its publications, press releases, display spaces, and web site to document and promote the value and use of library products and services.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF PARENT  
OR  
GUARDIAN: \_\_\_\_\_

NAME OF CHILD UNDER 18: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- May be identified by full name
- Please identify by first name only
- Please do not identify by name

