



Patron Photograph and Recording Policy

Attendance at programs sponsored by Lee-Whedon Memorial Library may be recorded through photographs and/or video. The Library frequently uses photos of patrons on its publications and displays to promote the value and use of library products and services and to advance the mission of the Library.

The following sign will be posted throughout the library:

“Smile! Your attendance at this event may be digitally recorded through photograph or video recordings. These images/videos may be posted on our website, in our newsletter, on our social media outlets, or ultimately on the World Wide Web. If you do not wish your image to be posted, please notify a member of the Library staff before or immediately after the program. No surnames will be used unless the Library has obtained a signed photo release form.”

Lee-Whedon Memorial Library will post this policy prominently throughout the building, noting that if individuals or their family members do not wish to be photographed or recorded, they should notify staff prior to or immediately after the event. Should a patron find an image or recording of him/her or of a family member that they wish to have removed from library publicity, they should contact staff, and the image or recording will be removed promptly.

Patrons will be notified if the media is photographing or recording an event. Verbal consent will be sought before a photograph is published or a recording is broadcast.

Permission is not required to photograph or record crowds attending Library events.

Library patrons and visitors may not take photographs or videos of other patrons or of staff without the permission of the person (s) being photographed or videotaped.