

NEWTON COUNTY PUBLIC LIBRARY
PHOTOGRAPHIC IMAGE AND RECORDING POLICY

INDIVIDUAL PHOTOGRAPHY /RECORDING

Persons photographing or recording on Library premises are responsible for obtaining the necessary releases and permissions from persons who are to be photographed or recorded, whether that recording is visual or audible. Taking photographs or recording minors under the age of 18 requires permission of the minors' parents or guardians. The Library undertakes no responsibility for obtaining these releases.

COMMERCIAL PHOTOGRAPHY /RECORDING

The Library does not permit commercial photography or filming without express, written permission from the Library Director.

Community organizations holding scheduled events or meetings in the Library's community rooms may arrange for their own photography or recording of their events. Such photography or recording is restricted to the community room space reserved by the group, and the group is responsible for any necessary releases and permissions.

LIBRARY STAFF PHOTOGRAPHY/RECORDING

Newton County Public Library staff members often take photographs or record events at the Library to use in Library publicity materials and on the Library's website. The Library reserves the right to document its services and the public use of the Library. These photographs and recordings may be copied, displayed, published, including on any Library web presence, and telecast for such purposes as promotion, publicity, and education. All such photography and recording will be in accordance with existing Library policies and procedures.

Consent is implied for adults' images to be used for previously stated purposes. Should individuals not wish to have photographs or recordings of themselves used for the aforementioned purposes those individuals must tell a Library staff member prior to the event they attend.

Parents are asked to sign the attached release granting the Library permission to use images of their children. Once signed, these Photo Release Forms will be kept on file until such time as each child is 18 or an individual parent rescinds permission.

It is the practice of the Newton County Public Library to identify children in photographs by first name only when publishing photographs or recordings.

Photography, recording, be it audible or visual, may not interfere with the provision of library services.

Staff will terminate any photography or recording that appears to compromise public safety or security.

Approved 11/2015

Revised 10/2017

Revised 10/2019

Revised 10/2021

PHOTO RELEASE FORM
NEWTON COUNTY PUBLIC LIBRARY



I, _____ consent to and authorize the use and
Reproduction of photographs and/or audiovisual materials of my daughter, son, or other minor in my care
by the Newton County Public Library for use in publicity material, whether print or electronic format
(Brochures, Newspapers, Website, Facebook, etc.). I understand that my child's picture, first name, and/or
age may appear in such publicity material.

Signature: _____ Date: _____

Names and Ages of Minors:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

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Revised 10/2017
Revised 10/2019
Revised 10/2021