



# Western Sullivan Public Library

## PHOTOGRAPHY AND MEDIA POLICY AND RELEASE

**The following are guidelines for photography and audio and video recording on library premises and at events hosted or co-hosted by the library.**

The library and its staff have permission to use photos and audio or video recordings associated with this release for library-related purposes, including but not limited to library advertising, promotion, and programming online and in person. Content in all media, including social media and other online platforms, associated with the release below become the library's property for future use and require its permission for replication and/or usage.

Any photos, videos, or audio recordings in which individuals cannot be identified may be used by the library without permission.

Anyone under the age of 18 will require a parent or guardian to sign this release before being photographed or recorded by library staff at the library or at a library event off-site. All completed forms should be returned to the branch manager and filed at that location. Retention of releases will follow the LGS-1 guidelines set forth by NYS.

For audio, videos, and photos, the person associated with the content agrees to give consent to the recording and distribution of reproduction(s) of their voice, likeness, and performance captured in connection with the library program(s) listed on the release form. The library shall have the right to reasonably edit the photos and audio and video recordings in which that person appears, and to transcribe any such recordings and make use of the resulting transcripts.

Persons signing this release waive the right to inspect or approve the photographs, audio, and/or video in which their voice or likeness appears. The library reserves the right to use that person's name, and biography if provided, in connection with such photographs or media.

By signing the Photography and Media Release Agreement you hereby agree to release, defend, and hold harmless the Western Sullivan Public Library and its staff, as well as any firm publishing and/or distributing the finished product in whole or in part, from and against any claims, damages, or liability arising from or related to the use of the photographs and audio and video recordings, including but not limited to their taking, reasonable editing, processing, reduction, production or reproduction, or the publication or distribution of the finished product.

### **Photography and Audio or Video Recording by the Public**

Commercial/business photography or recording on library premises and at library events and programs is not permitted unless the Board of Trustees or the Director approves the specific use. The library welcomes members of the media who are doing stories or projects that directly involve the library or its programs. Members of the media are asked to make themselves known to library staff.



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The library is a limited public forum. Any member of the public who wishes to photograph or record on library premises may not capture patrons using the library without their permission and may not disrupt patrons or staff. Photography and recording must not invade the privacy of library users. Photography or media recording may not be done in non-public spaces, including but not limited to bathrooms, offices, staff workspaces, and storage areas, unless permission is granted by library staff. If the library's Code of Conduct is violated, the person engaging in misconduct will be asked to stop the activity or leave the library.



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## PHOTOGRAPHY AND MEDIA RELEASE AGREEMENT

I hereby assign all rights to the photographs and audio and video recordings of myself and/or my child/children taken by the Western Sullivan Public Library and its agents and employees to said Library, without any compensation, as per the Photography and Media Policy. I hereby release the Library from any and all responsibility and liability associated with any and all use of such photographs or media as set forth in the Library's Photography and Media Policy.

Name(s) of person(s) in photo/media:

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Photo location/topic:

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Program associated with the photo/media:

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Signature \_\_\_\_\_  
Date \_\_\_\_\_

Parent/Guardian's signature if under 18 years old \_\_\_\_\_  
Date \_\_\_\_\_

Name of Parent/Guardian (*please print*) Best contact \_\_\_\_\_