



## Photography and Recording policy

Board approved: 02/09/2023

It is the policy of the Centralia Public Library (CPL) to permit filming and photography under the conditions described below only to the extent that it does not interfere with library operations, programs, events and activities. All parties involved in filming and photography are expected to follow the **Appropriate Library Use** policy.

- Programs, events and activities sponsored by CPL may be photographed or filmed by library staff. Attendance at a CPL sponsored event, class or program constitutes the consent of all attendees and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication or other use of photographs or videos at the sole discretion of CPL.
- Patrons and visitors must receive approval, in advance, from the library director or designated senior staff member, before taking pictures or filming on library grounds (*inside or outside*).
- Casual (*amateur*) photography or filming is permitted in the public areas of CPL for patrons and visitors wanting a remembrance of their visit, provided that they do not capture any identifiable likenesses of individuals without their permission.
- In no circumstances may anyone, other than library staff, film or take a photo of a library patron without their consent, or consent of their parent/guardian, if a minor. Presence in the library does not constitute consent for use of patron image or likeness by any third-party. CPL undertakes no responsibility for obtaining patron consent for third-party photographers or videographers.
- No commercial or media photography or filming may occur in the Centralia Public Library without prior permission and approval of the library director.

CPL may utilize photos and videos from public programs, classes and events on our website, social media, and in library publications or promotional flyers. To ensure the privacy of all individuals, including minors, images will not be identified using full names or personal identifying information.