

**WEBSTER PARISH LIBRARIES**  
**PHOTO/VIDEO RELEASE POLICY**

---

Your Webster Parish Libraries take pride in providing a safe and enjoyable experience to all its users. Your libraries also recognize that there are times when there is a need to capture an image of an event. Attendance at programs and/or events sponsored by the library may be recorded through photography and/or video. The library frequently uses photos of patrons in its publications and social media to promote the value, and use of, library products and services, and to advance the mission of the library. Library buildings are public spaces and entrance into a Webster Parish Library Branch constitutes permission to be photographed.

**GUIDELINES**

To retain the privacy of patrons, volunteers, and staff, the following guidelines are expected to be adhered to in regards to photography within the library.

- A photo release statement will be displayed at all library locations.
- Patrons have the right to decline being photographed.
- Library users can request any images of themselves or family members to be removed from library publicity.

**LARGE GROUPS**

Photo release forms are not needed for large groups. For the purpose of this policy, the library defines large groups as 4 or more people.

**SMALL GROUPS**

For the purpose of this policy, the library defines small groups as 3 or less people and children as under the age of 18.

Adults:

- Photo release form needed if person's name (first name only) is to be published.
- Only verbal consent is needed if name will not be published.

Children:

- Parent/Guardian consent needed before any photos are taken
- Photo release form needed if person's name (first name only) is to be published.

## **NEWS MEDIA PHOTOGRAPHY/VIDEOGRAPHY**

The library has an open-door policy for news media reporters who are doing stories that directly involve the library. Advance notice for media photography or filming must be directed to the Marketing Department. News media personnel will be responsible for obtaining permission of patrons and/or staff being photographed or filmed. The library is not responsible for obtaining permission.