



# Muehl Public Library

*Your Gateway to Literacy*

436 N. Main Street, Seymour, Wisconsin 54165-1021 (920)833-2725

## Policy for Taking Photos of Patrons

### Purpose

The Library frequently uses photos of patrons on its publications and display spaces to promote the value, and use of, library products and services. Taking photos of patrons is encouraged and puts the Library at no legal liability. Some general guidelines, however, should be followed to ensure positive patron relations.

### Policy

#### Photographing Groups of Adults/Children Using the Library

No permission is needed to take photos of crowds using the Library or attending programs.

#### Photographing Adults

If photographing one adult or a small group (3 or less), ask first if they mind having their picture taken. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the adult know that the photo may be used in future Library publications, on the Library website, on the Library Facebook page or in the local newspapers.

#### Photographing Children Under Age 18

If photographing one child or a small group (3 or less), get parental consent prior to taking the photo. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the parent know that the photo may be used in future Library publications, on the Library website, on the Library Facebook page or in the local newspapers. In order to publish the child's name in conjunction with the photo, verbal consent from the parent must be obtained and documented.

*\*We have borrowed, with permission, this policy from the Washington-Centerville Library in Centerville, OH. The author of this policy is Georgia Mergler, Community Relations Manager, for that library.*

*Approved by Muehl Public Library Board of Trustees on September 8<sup>th</sup>, 2009. Reviewed with no revisions on October 5, 2020.*