

Subject: Utilizing Photos and Videos

Section: Service

Adopted: January 28, 2019

PHOTO/VIDEO POLICY

The Franklin Parish Library and its Wisner Branch reserve the right to utilize photographs and videos taken at Library programs and events. Those images may be published in publicity materials such as newspaper articles, the library's website, social media, and/or additional uses the Library deems necessary. The Library does not tag photos on social media and does not identify children in photographs. No names will be utilized in conjunction with photos without express written consent. Library staff will make every effort to notify the public when photography and video recording is taking place. Patrons and guardians of minors (under 18 years of age) will be asked to complete a release form.

The top priority of the Franklin Parish Library is providing services to the community. Photography in the library is generally not restricted in the public areas of the library; however, the library staff may stop photography or video recording that appears to interfere with the library's ability to conduct business or that compromises public safety or security. The use of equipment such as tripods or lighting are not permitted due to safety, liability, and other issues.

The library asks that the following guidelines be followed:

1. Members of the media or individuals wishing to take photos or videos should notify the staff in advance or upon entering the library.
2. No photos / videos are allowed to be taken in non-public areas (including restrooms and staff only areas) unless consent has been given by a staff member.
3. No photos/videos may be taken of specific copyrighted material or otherwise protected material
4. Be respectful of patrons and their families
5. Do not disturb library users (tripods, flash photography, and the like)