



## **PHOTOGRAPHY & MEDIA RELATIONS POLICY**

### **Photography/Film**

The staff of the Highwood Library & Community Center (HLCC) regularly takes photographs or videos of patrons and staff at HLCC programs, workshops, classes, and in other HLCC spaces. Many of these photos/videos will be used in print and electronic marketing materials. Others will be posted on the HLCC website and on the HLCC's various social media accounts. Attendance at HLCC programs, events, or HLCC spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the HLCC. Photos, images, and videos submitted by users for galleries or contests may also be used by the HLCC for promotional purposes.

To ensure the privacy of individuals, images will not be identified using a full name without written approval from the individual or from the parent or guardian in case of a child. If a patron does not want the HLCC to use a photo or video of them or their child, they may ask that their image not be used at the time of the recording/film session. This policy extends to photographing and filming by HLCC staff at Friends of the HLCC events and at any of the HLCC's outreach efforts in the community, including at public events.

General HLCC users may film HLCC staff in public service areas as part of their First Amendment rights and staff do not have a presumption of privacy unless in staff only areas, including bathrooms. HLCC staff may redirect any photography, filming, or recording away from computer screens or from anyone with identifiable library materials in their possession. HLCC users have the right to use materials, including computers, confidentially as established in the ALA Library Bill of Rights, and the filming of a user's library materials and library computers and or content is not permitted.

### **Media Relations**

#### **CONTACT PERSONS**

The Executive Director and the Board President shall serve as contact persons for the media and will respond to media requests for information and interviews. If these contact persons are unavailable to take requests, HLCC staff will take a message from the media and convey it to a contact person at the earliest opportunity. Individual staff may not speak to the public or media on behalf of the HLCC unless authorized to do so.

**Approved: July 27, 2026**