



PHOTOGRAPHY AND FILMING POLICY

The staff of the Highwood Public Library regularly takes photographs or videos of patrons and staff at Library programs, workshops, classes, and in other Library spaces. Many of these photos/videos will be used in print and electronic marketing materials. Others will be posted on the Library's website and on the Library's various social media accounts. Attendance at Library programs, events, or Library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library. Photos, images, and videos submitted by users for galleries or contests may also be used by the Library 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 Library to use a photo or video of them or their child, they must inform the Library staff member who is coordinating the event. This policy extends to photographing and filming by Library staff at Friends of the Library events and at any of the Library's outreach efforts in the community, including at public events.

Approved: March 28, 2022