



PHOTOGRAPHY & MEDIA RELATIONS POLICY

Photography/Film

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 may ask that their image not be used at the time of the recording/film session. 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.

General library users may film library 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. Library staff may redirect any photography, filming, or recording away from service desks or youth areas to avoid inclusion of a minor (someone under 18 years of age) or anyone with identifiable library materials in their possession. Library users have the right to use materials, including computers, confidentially as established in the ALA Library Bill of Rights and the filming of user's library materials and library computers and or content is not permitted.

Media Relations

CONTACT PERSONS

The Executive Director, Assistant Director and/or 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, Library 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 Library unless authorized to do so.

Approved: April 24, 2023