



**Parkersburg  
& Wood Co.**  
PUBLIC LIBRARY

## Photograph Policy

The Library uses photographs of patrons in its publications, display spaces, and website to promote the value and use of library products and services. Taking photographs of patrons is encouraged and puts the Library at no legal liability. The following guidelines, however, should be followed. For the purpose of this policy, “photos” or “photographs” applies to any image whether moving or still.

### **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 fewer), ask first if they object to having their picture taken. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required.

### **Photographing Children Under Age 18**

If photographing one child or an identifiable group of children, get verbal consent prior to taking the photo. Written consent from parent or guardian is required if the photo is to be used in Library display space, Library publications, on the Library website, or in the local newspapers. Written consent is required before a child can be identified by name. A copy of the consent form is attached to this policy statement.



## PERMISSION TO PHOTOGRAPH CHILD

I \_\_\_\_\_ am the parent or legal guardian of \_\_\_\_\_,  
(Print name of parent/guardian) (print name of child)

age \_\_\_\_\_.

I understand the Library may photograph the events or activities in which my child is participating. I give my permission for the Library to use said photographs for the purpose of promoting the Library and its services/programs. I give my permission with the understanding that no compensation of any kind will be paid to me or my child at this time or in the future for the use of my child's photograph.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Staff Initials: \_\_\_\_\_