

Somerset Public Library

Photography and Video/Audio Recording Policy



April 20, 2021

The Somerset Public Library exists to serve as a center of informal learning, individual growth and recreation for the citizens of Somerset. The Library expects to make a contribution to the learning process and to aid individuals in the lifelong process of growth and appreciation and understanding of themselves, their neighbors, and the world around them. In addition, the library makes its building available as a setting for appropriate events according to the needs and interests of the community.

Photography and Video/Audio Recording Policy

PHOTOGRAPHY AND VIDEO/AUDIO RECORDING BY LIBRARY REPRESENTATIVES

It should be noted that the Somerset Public Library is a public building and your entrance constitutes permission for your photograph, voice or image to be recorded. Furthermore, your attendance at any Somerset Public Library-sponsored event or program constitutes permission for your photograph, recorded voice or image to be used for promotional purposes; holding harmless the library and its agents and employees from and against any claims or liability arising from or related to the use, publication or distribution of the photographs, videos, and audio recordings and without further compensation. Such promotions include, but are not limited to, publications, productions, presentations, displays and on the Internet, including Library-sponsored social media websites. Once published, content may be shared or repurposed with or without the consent of the Library. All such photography/recordings will be in accordance with library procedures. If individuals do not wish us to use a picture or video of them or their child, they should tell a library staff member prior to the event. This policy extends to photographs and recording by library staff at Friends of the Library events and at library booths and programs at public events in which the library represents itself. The library will not use the names of individuals in our promotions without written permission from the individual or legal guardian. (See Photography & Video/Audio Recording Release).

PHOTOGRAPHY AND VIDEO/AUDIO RECORDING BY INDIVIDUALS

Photography and recording in the library by individuals for non-commercial use is permitted however, persons photographing, and/or recording have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, and/or recorded. Taking photographs or recordings of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The library undertakes no responsibility for obtaining these releases.

PHOTOGRAPHY AND VIDEO/AUDIO RECORDING BY THE MEDIA

Members of the media have the right to photograph or record in the building, but they also have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed or recorded. The Library staff has the right to ask for identification to confirm that individuals are affiliated with an actual media organization.

Somerset Access Television, SATV, and others do record various public meetings held at the Somerset Public Library; this is announced prior to any meeting. Attendance at these public meetings allows SATV or others the right to record attendees.

COMMERCIAL PHOTOGRAPHY AND VIDEO/AUDIO RECORDING

The Library does not permit commercial photography or recording without the express written permission from the Library Director and/or the Board of Library Trustees. Those authorized must obtain the necessary releases and permissions from persons who are to be photographed and/or recorded. Taking photographs or recordings of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The library undertakes no responsibility for obtaining these releases.

PHOTOGRAPHY AND VIDEO/AUDIO RECORDING BY COMMUNITY ORGANIZATIONS USING LIBRARY MEETING ROOMS

Community organizations holding scheduled events or meetings in the library meeting rooms may arrange for their own photography or recording of their event. Such photography and recording is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

TERMINATION OF PHOTOGRAPHY AND VIDEO/AUDIO RECORDING

Use of recording devices may not interfere with the provision of library services. Staff will terminate any photography or recording session that appears to compromise public safety or disturbs others from using or enjoying the library.

PHOTOGRAPHY & VIDEO/AUDIO RECORDING RELEASE

I understand that the Somerset Public Library is seeking photographs/video recordings for publications, its web presence, and dissemination to the media to assist in informing the general public about the work of libraries.

I authorize and consent to being photographed and/or video recorded, and to the display, reproduction, alteration or other use of any photographs/video of me, or in which I may be included with others, in connection with Somerset Public Library publications, websites and media contacts.

To the extent that I have any rights, title, or interests in the photographs, I assign such rights, title and interests to the Somerset Public Library.

In giving this permission, without fee or limitation whatsoever, and in consideration of the opportunity to participate in the publications, websites, or dissemination of media material, I agree to release, discharge, and hold harmless the Somerset Public Library, and their employees, from any and all claims, actions and demand, including but not limited to any claims of libel, or invasion of privacy, arising out of or in connection with the use of my photograph/video.

NAME
(PRINT) _____ DATE _____

SIGNATURE _____

STREET ADDRESS _____

CITY, STATE, ZIP CODE _____

TELEPHONE NUMBER _____

E-MAIL ADDRESS _____

NAME OF PARENT OR GUARDIAN IF MINOR
(PRINT) _____

SIGNATURE OF PARENT OR GUARDIAN _____