



Filming and Photography Policy

Any persons photographing or filming on library premises have sole responsibility for gaining all necessary consents and releases from persons who are filmed or photographed. No close filming or photography of users is allowed without their express consent. The Library undertakes no responsibility for obtaining these releases. No person, staff or patron, shall be photographed or filmed without consent.

Library staff may terminate any photo session that appears to compromise public safety, patron privacy, security, is inconsistent with the Library's Mission Statement and/or Code of Conduct, or which impedes library operations.

News media photographers and reporters who are doing stories or projects that directly involve the Library and its programs must obtain advance authorization for such photography from the Library Director or Board of Trustees.

The Library does not allow the use of its facilities as interview venues for unrelated stories, and prohibits the use of library patrons for opinion polls or "man on the street" interviews within its facilities. The Library may grant permission for news media to use its facilities for stories or projects that do not relate to the library itself upon written request and following approval from the Library Director and the Board of Trustees.

Approved: 4/2021
Reviewed: 8/2025



Patron Use - Request to Photograph or Film in the Library

Name of Organization or Individual: _____

Name of Person Completing Form: _____

Relationship to Organization: _____

Address: _____

Phone Number: _____

Date/Time of Proposed Filming: _____

Describe the Purpose of Photographing or Filming:



Patron Use - Permission to be Filmed or Photographed in the Library

Name (Child's Name): _____

Address: _____

Phone Number: _____

Email: _____

Describe the Purpose of Photographing or Filming:

Parent / Legal Guardian of Above (if applicable): _____

I give permission for myself (or my child or children listed above) to be filmed or photographed at the East Morgan County Library District. I understand any photographs or video taken may be used for promotional purposes, including internet publication, related to the mission of the East Morgan County Library District. I release and waive my rights to the recordings (photography, film or sound) and my rights to inspect or approve the finished product in which these recordings may be used.

I hereby affirm that I am at least 16 years of age and competent to contract in my own name in so far as the above is concerned; or that I am the parent/legal guardian of the child listed above. I have read the waiver above and release and affirmatively state that I fully understand and consent to the contents.

Signature of Parent or Legal Guardian: _____

Date: _____