

**Bethlehem Public Library**  
**PHOTO AND VIDEO POLICY**

*Policy adopted the by Board of Trustees September 14, 2015*

**Photos and videos taken by library staff**

The Bethlehem Public Library reserves the right to use photographs or video taken at the library for news purposes in printed materials and online.

- All library patrons consent to the use of their photo taken at the library or during library events, unless they specifically inform staff of an objection to such use.
- Staffers taking photos or videos will be clearly identifiable as library employees by a visible nametag.
- Staffers will make every attempt to inform visitors before a program takes place that photographs may be taken. This could be an announcement at the beginning of the event or as part of the registration process for sign-up only programs.
- As a courtesy, staffers will attempt to secure the verbal consent of a photo subject's caregiver if that subject is a minor.
- No names will be utilized in conjunction with photos without express written consent.
- Signs informing the public of this policy will be visibly posted throughout the library.

**Photos and videos taken by the news media**

News media may publish names, likenesses, and images taken during library events as long as they are part of a "newsworthy context." Images may not be used for commercial purposes.

- Members of the media are expected to display identification that clearly indicates which news organization they are affiliated with.
- Photographers and videographers are asked to check in with the library's public information specialist or program coordinator.