



Daniel Pierce Library

Photography and Media Policy and Release

Guiding Principles

The filming, taking of photographs or videos must not interfere with anyone's safety, or enjoyable or productive use of the library and its facilities.

Reference to "photograph" in this policy shall include filming or video.

The photographer or person taking video or filming will honor the requests of anyone in the library who does not wish to be photographed or filmed or videotaped.

Minors (under age 18) may not be photographed, videotaped, or filmed without the consent of a parent or guardian, except by library staff during library-sponsored programs and except incidentally in group or crowd photos.

Photographing, filming, or videotaping is prohibited in the nonpublic areas of the library including but not limited to administrative and staff areas, and restrooms.

The use of tripods, stand-alone lighting equipment and microphones or other accessories is not permitted without the permission of the Library Administration.

Anyone filming or taking photographs or videos shall not, harass, intimidate, or threaten a patron or staff member, interfere with library operations, or obstruct library aisles, walkways, stairwells, doors, exits, or service desks.

Any persons filming or photographing or taking videos on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed or the subject of videos. The library undertakes no responsibility for obtaining these releases or permissions.

Any consent to photograph, videotape, or to film granted by the library pursuant to this policy may be revoked at any time.

Photography by the Library

The Daniel Pierce Library frequently engages photography in the library and at library sponsored programs and events for purposes of documenting its activities, security and safety, and publicity and promotional purposes, including on its website and social media. Library staff will make every effort to notify members of the public when photography/filming is taking place. Please notify a library staff member if you do not want to be photographed or recorded.

News Media Photography and Recording

The library allows news media photographers and reporters who are doing stories or projects that directly involve the library and its programs to photograph, videotape, or film in the library. The news media must adhere to library policy.

Use of Library's Name or Logo

No photographs, filming, or video that includes the library's name or logo will be used for any commercial purpose, or made publicly available without the Library Administration's written consent.

Approved: May 20, 2026

Photography and Media Release Agreement

I hereby assign all rights to the photographs and audio and video recordings of myself and/or my child/children taken by the Daniel Pierce Library and its agents and employees to said Library, without any compensation. I hereby release the Library from any and all responsibility and liability associated with any and all use of such photographs or media as set forth in the Library's

Photography and Media Policy.

Name(s) of person(s) in photo/media:

Photo location/topic:

Program associated with the photo/media:

Signature: _____

Date: _____

Name (please print): _____

Parent/Guardian's signature (if under 18 years old): _____

Name (please print): _____

Date: _____

Approved: May 20, 2026