



Policy for Taking Photos/Video of Patrons

The Library frequently uses photos of patrons on its publications and display spaces to promote the value, and use of, library products and services. Taking photos of patrons is encouraged and puts the Library at no legal liability. Some general guidelines however, should be followed to ensure positive patron relations.

Photographing Groups of Adults/Children Using the Library

No permission is needed to take photos of crowds (4 or more) using the Library or attending programs.

Photographing Adults and Children Under Age 18

If photographing one adult or child or a small group of adults or children (3 or less) no written consent is needed although verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the adult know that the photo may be used in future Library publications, on the Library website, or in the local newspapers.

Non-Library staff taking photos or Video

It is permissible for non-library employees to take photos and video within the library. Please keep the following points in mind:

- *If you are asked to stop photographing or videoing someone, please stop.
- *No one may film what someone is specifically checking out or looking at on the computer close up.
- * No extra equipment may be set up for photographing or videoing such as external lighting without the permission of the Library Director.

Right Subject to Compliance with Policy

The library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

*****Please note that the Lafourche Parish Public Library frequently engages in photographing and recording programs and events for its own publicity and promotional purposes. Library staff will make every effort to notify members of the public when filming and audio recording is taking place. Please notify a Library staff member if you do not want to be photographed or recorded.**

Additionally, all of our sign in sheets will have a place to check off if you do not want photos taken and shared. (These will be in our newsletters, on our website, and in our libraries where programs and activities occur).