

**Jay County Public Library**  
**Photography and Recording Devices Policy**

Reviewed October 20, 2023

Adopted November 13, 2023

Library staff often take pictures or shoot videos at library events to use in library publicity materials and website. The library reserves the right to document its services and the public's use of the library, as these are methods vital to promoting the library throughout the community.

Official representatives of the library may take photographs, video, or use other recording devices in the library and library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on the library's social media platforms and website), or telecast for such purposes as promotion, publicity, and news to inform the public about the library.

If individuals do not wish to use a picture or video of them or their child, they should tell a library staff member prior to the event or at the time of the photograph. An individual may also request at any time after that a picture not be displayed.

To ensure the privacy of all individuals, including children, images will not be identified using names of individuals without the consent of the individual.

This policy extends to photography and filming by the library staff at Friends of the Library events and at library booths and programs at public events in the community.

Casual amateur photography, filming, and videotaping is permitted in public areas for patrons wanting a remembrance of their visit, provided the photography does not interfere in any way with library operations or capture any identifiable likenesses of other patrons or staff without their permission.