

Photo and Videography Policy and Opt-Out Form

Photographs and/or video may be taken at Springfield Memorial Library's programs and events. These photos and videos are used to enrich the quality of our website, social media, newsletters, and/or other print materials to increase the community's awareness of the library. Springfield Memorial Library reserves the right to take photographs of library facilities, events, staff, patrons, and performers in any public areas of the Library, or Library grounds.

Your presence and/or participation in or around Springfield Memorial Library events, grounds, facilities, or sponsored events, represents your consent to be photographed and/or have your image or likeness used in or on our website, social media, newsletters, and/or other print materials without compensation. Springfield Memorial Library will never post images with identifying information, such as a patron's name, without direct consent.

Those who do not wish to be photographed or have their image used for library-related purposes can opt-out by completing the Photography/Videography Opt-Out Form, which are available by inquiring at the circulation desk. Patrons who have a completed Photography/Videography Opt-Out Form on file at the Library are responsible for notifying the camera operator of their opt-out status, and/or removing themselves from any event where photography/videography are in use. Failure to remove themselves may result in the patron being photographed and/or recorded and their presence will be treated as a release, allowing Springfield Memorial Library to utilize that photograph or recording in or on their website, social media, newsletters, and/or other print materials.

Photography/Videography Opt-Out Form

I do not authorize Springfield Memorial Library, its staff or volunteers, to photograph or record images of myself/my child(ren). I do not authorize Springfield Memorial Library to use, reproduce, modify, distribute, or publicly display such recordings/photographs, in whole or in part, for any purpose. I understand it is my responsibility to remove myself/my child(ren) from areas being videotaped or photographed and to notify the photographer/videographer of my opt-out status.

Name (Print): _____ Date: _____

Name of Minor Child (Print): _____ Date: _____

Signature (parent/guardian if minor child): _____