



Bibliothèque publique de
Clarence-Rockland
Public Library

Policy Type: **Operational**
Policy Title: **Photos in Library Facilities**
Policy Number: **OP-19**

Policy Approval: 2018-04-15
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Policy Review: 2021-06-18

The Clarence-Rockland Public Library (CRPL) uses photos of its patrons in its publications, displays, on its website and on social media, to promote the value and use of library products and services. As a public space, there is no expectation of privacy in CRPL facilities and at CRPL events/programs. Therefore, taking photos is permitted and the Library is in no way legally liable. The following guidelines however, must be followed.

Section 1: CRPL employee applicability:

1. On occasion, CRPL will take Library-related photos within CRPL facilities and at CRPL events/programs. The exact use of the photos may or may not be planned at the time they are taken. They may be used for promotional, social media, or record-keeping within the CRPL. No permission will be requested in these instances. If the person being photographed or the parent/guardian of the person being photographed does not wish their photograph to be used, they must notify a Library employee at the time the photograph is being taken and their wishes will be respected.
2. No individual identification will be used unless the Library has obtained verbal permission.

Section 2: Non-employee applicability:

3. Taking photos in CRPL facilities and at CRPL events/programs is permitted, as long as CRPL patrons' and employees' activities are not disrupted.
4. The CRPL prohibits all taking of photos by non-employees in designated children's areas. Exceptions for taking photos in children's areas may be granted where the requester has a legitimate reason, and the person having their photo taken, agrees. In the case of children who are 15 and under, the parent or guardian must provide permission if the child's face is distinguishable. Where permissions are required, they must be requested in advance of taking the photo.
5. In any circumstance, if the person having their photo taken requests that the photographer not use their photo or cease taking their photo, the photographer must respect the request.
6. This policy will be displayed during library events.

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