

## Photography and Recording Guidelines

The following guidelines clarify the Portland Public Library's practices regarding photographing and recording patrons in the library and during library programs and events. Please follow these guidelines consistently to maintain transparency and respect patron preferences.

### 1. **Photography and Recording:**

- Portland Public Library frequently photographs and records programs and events for publicity and promotional purposes, both in print and online (e.g., website, social media, and press).
- Library staff are permitted to take and use photographs, video recordings, and audio recordings of anyone visiting the library or attending library events or programs as the library is a public space.

### 2. **Notification and Consent:**

- Library staff should make every effort to notify attendees when filming or recording is taking place.
- If someone notifies a staff member that they do not wish to have their likeness (or their child's likeness) captured, staff should respect their request.
- While not required, it is best practice for staff to obtain verbal consent to share photos, especially for print publications.

### 3. **Signage and Announcements:**

- Additional signage and digital notices are displayed in all branches to inform patrons that photography, video, and audio recording may occur in the library and at library events.
- While not required, it is best practice for staff to announce at the beginning of an event or program that photography, video, or audio recording may take place and to invite patrons to opt out if they wish.

### 4. **Revocation of Permission:**

- Patrons grant the library permission to use their likeness by attending library events in public spaces. This permission can be revoked verbally or in writing at any time.

**Public Notice**

Please be aware that Portland Public Library staff may take photos, video, and/or audio recordings in the library and during library programs and events for publicity and promotional purposes. By visiting the library and attending library events in public spaces, you grant the library permission to use your likeness (or your child's likeness) in photographs, videos, and audio recordings for print and online use, including social media and press releases, without compensation or liability.

If you do not wish to be photographed or recorded, please inform a library staff member. Your request will be respected.

Thank you for your understanding and cooperation.