



# Policy Manual

## PUBLIC POLICIES

### Policy P17: Photos and Videos of Patrons

Photos and videos that appear on the Library's website and promotional materials may be gathered at public programs, events and Library spaces. Attendance at Library programs, events or Library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library. Photos, images and videos submitted by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full name or personal identifying information without written approval from the photographed subject, parent or legal guardian. If a patron does not want the Library to use a photo or video of them or of their child, they must inform the Library staff member who is coordinating the event prior to the start of the program.

Approved: May 15, 1010

Signed:

A handwritten signature in cursive script that reads "Lawrence A. Kilgore".

Lawrence A. Kilgore  
President  
Novi Public Library Board of Trustees