

Southwick Public Library

Photography Policy

Southwick Public Library staff will periodically take photographs at library events to capture library history and to use in library media. This may include, but is not limited to library programs, events, or other activities occurring in the library or outside the library building. When photographs include individuals, Library staff will ask the individuals to fill out a photo release form to obtain permission to use the media. For minors, parents and guardians will be asked to fill out a form.

Media is defined as, but not limited to, videos, recordings, photographs, drawings.

Anyone using or visiting the library including, but not limited to, news organizations, reporters, groups, committees, patrons, who wishes to take media at the library are responsible for obtaining any necessary permission of individuals who are in the media. If the individual is a minor, permission must be obtained from a parent/guardian. The individual taking the media is responsible for obtaining all permissions. The library is not responsible for the actions of any group and their actions with any of the media created at the library.

The library asks that any news or media outlet wanting to take pictures or information during library programs to please check in with library staff at the circulation desk prior to entering the program.

Approved by the Board of Library Trustees January 26, 2022. Updated November 14, 2023.