

Policy 5.4 Media/Photography

Kalkaska County Library staff and patrons often take photographs and videos at the library and at library programs that are posted online. Patrons and parents/guardians of children who do not wish to be in library photos are asked to inform library staff at the start of the program and every effort will be made to avoid photographing people who do not wish to be photographed.

Any photograph of a patron or child that a patron or parent/guardian does not want posted online, but is inadvertently posted by the library, will be removed upon the patron's request. The Library also reserves the right to request that any photograph or video taken in the library that includes patrons or children be removed from the Internet.

Some Library events are recorded and aired live or at a later date on social media platforms. When a program is going to be videotaped, Library staff will announce this at the beginning of the program. Library staff will make every effort to assist patrons not wishing to come within the camera's view to find seating outside of the camera's range. The Library is unable to edit videos once they have been recorded.

Approved: 24 March 2020

Signature on file

Cash Cook, Board Secretary