

**Mary E. Bartlett Memorial Library
Brentwood, New Hampshire**

PROMOTIONAL PHOTOGRAPHY POLICY

The Mary E. Bartlett Memorial Library (the “Library”) uses photographs and/or video of library patrons in its publications such as promotional documents, newsletters, web and social media sites, and display boards, or in other non-Library publications without further consideration or notification. Prior to such use, the Library will obtain the written consent of individuals, and of parents or minors who are identifiable in such photographs or videos. To protect the privacy of patrons, the Library shall not identify, by name or otherwise, any individual appearing in any photograph or video.

The Library will seek permission to take, use, reuse, and publish: photographs and/or videos of library users (adults and children) in any and all of its publications and in any and all other media, including but not limited to use and publication on the internet, webpages, and social media accounts, whether now known or hereafter existing, controlled by the Library, in perpetuity and for other use by the Library.

At the beginning of each event and/or program hosted by the library, an announcement will be made to the effect that a sign in sheet is available (see attached) at the circulation desk requesting consent for use of photographs and/or videos on the internet, webpages, and social media accounts, and other media forums. A repeat announcement will be made at the conclusion of each event and/or program hosted by the library to include any latecomers.

The Library will only use photographs or videos of individuals, who, or whose parent or guardian, have signed the sign in sheet.

This policy has been established by the Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board.

Adopted by the Board of Trustees 02/11/19