

# PHOTOGRAPH/MEDIA POLICY

Revised 2.10.26



## I. Policy Statement

This document is designed to provide guidance regarding media inquiries and recording activities at the Greenwood Public Library. Activities, such as the right to interview, photograph, record, or film, can be restricted if they interfere with Library functions, our Patron Behavior and Health Safety policy, or state/federal law.

## II. Media Inquiries

GPL is committed to maintaining transparent and timely communication with members of the media. In order to provide the most current and consistent information about the Library, all initial contact with media will be carried out through the Executive Director or Marketing Specialist. The Library will strive to answer each inquiry within a minimum of two weekdays, however, response times may vary depending on the complexity of the request, the availability of subject matter experts, or the need for internal review or approval.

Anyone who wishes to conduct newsgathering on GPL property in any manner must receive prior approval from the Executive Director, Marketing Specialist, or their designee. Once approved, newsgathering may not disrupt or interfere with Library operations, and must comply with the Library's Patron Behavior and Health Safety policy.

## III. Library Branding

The Library's name, logo, image, and/or likeness may not be used to suggest or express an implied partnership, sponsorship, affiliation, or any other type of relationship between the Library and any individual or organization without approval from the Executive Director, Marketing Specialist, or their designee.

## IV. General Photography & Recording

### Photography and Recording by the Library

Greenwood Public Library reserves the right to take photographs and videos at library events. These images may be used for library promotional purposes but will not be given to any other entity. The images may be posted on our website, in our newsletter, in local newspapers or via our social networking accounts. No individuals will be identified unless written permission has been given by the parents or guardians of children under the age of 18.

The following language will be used on posters, flyers, and programming rooms to alert the public to this policy:

"SMILE! You may be photographed or video recorded during your attendance at GPL programs. These images may be used locally for promotional purposes but no names will be used. If you do not wish your image to be published, please notify a member of the Library staff before or immediately after the program. If we would like to identify you, we will obtain permission before hand and obtain written permission from the parents/guardians of children under 18."

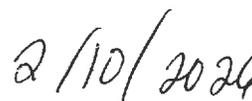
### Photography and Recording by Members of the Public or Media

In general, photography and recording is permitted in public spaces on GPL property provided it does not violate the Library's Patron Behavior and Health Safety policy. Permission to photograph or record does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on Library property.

Community organizations holding scheduled events or meetings in Library spaces may arrange for their own commercial photography or recording of their event. Such commercial photography and recording is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.



Approved by the GPL Board of Trustees



Date

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
2.0	Changes accepted	GPL Board of Trustees	2.10.26
1.0	Changes accepted	GPL Board of Trustees	