

Photography Policy & Guidelines

Public Photographers

We are happy to have you take photographs of our beautiful historic building for your enjoyment.

When taking photographs in the library please observe the following:

1. Refrain from the use of equipment such as flashes and tripods that might disturb library users and obstruct passageways.
2. Photographing, filming or audio recording library programs, patrons and staff are prohibited unless permission has been granted in advance by the library director.

Library Photographers

The Library frequently uses photographs of patrons in its print and online publications to promote the value, and use of, library materials and services. The Allegan District Library reserves the right to utilize photographs or video taken at the library for publicity purposes in print and online publications. The library is a public place, therefore, all library patrons consent to the use of their photo taken at the library or during library events unless they specifically inform staff of an objection to such use. No names will be utilized in conjunction with photographs without express written consent.

Guidelines

As a courtesy to patrons, the following guidelines will be followed by library staff when taking photographs in the library:

Notice

The following notice will be placed in the Library's quarterly newsletter and on the website and announced before library programs:

"Programs, events and spaces may be photographed or videotaped to be utilized in the library's print and online publications. Please, notify library staff if you prefer not to be photographed."

Use of Release Form

Patrons will be asked to sign a photo release form when asked to model or pose for photographs and when names are being utilized in conjunction with photographs.