

**Charlotte Community Library  
226 South Bostwick Street  
Charlotte, Michigan 48813**

**Policies Governing Photography and Videotaping in the Library**

Photography and videotaping are generally permitted in the Library if for general Library promotion by the media, student projects, and/or strictly for personal use.

In order to protect the rights of individual Library patrons and to reduce distractions, photography and videotaping on Library property are restricted as follows:

1. Under no circumstances may the public, members of the media or the Library Staff take photographs or videotape without the permission of any Library Patrons who would be prominently included within the composition of the photograph or videotaped image.
2. Photography and videotaping are not permitted for commercial purposes, without permission of the Library Director. Requests for permission must be submitted in advance and in writing. These should be on letterhead and include a statement of the purpose of use.
3. A model release must be obtained from individuals who would be prominently featured in any photograph or videotape frame for library promotions.

Failure to comply with this policy will result in the patron being asked to leave the building.

The Library assumes no liability, expressed or implied, resulting from either the taking of the pictures or their use. This policy is meant to include damage to, or loss of, photographic or cellular equipment. All photographers, video tapers, individuals and commercial entities shall agree to hold the Library Board, Staff, and the Library harmless and blameless from any liability resulting from the pictures, or tapes, and their use.

Approved by the Board of Trustees, January 16, 2014