

## Photo Policy

### **Revision Control**

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| <ul style="list-style-type: none"><li>• Original Approved by LPLD Board May 24, 2012</li></ul> |
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#### I. Purpose

While it is not required by law to get permission of persons in a public place to photograph them or use those photos for non-commercial use, it is common courtesy to get verbal permission to do so. Therefore, library staff will verbally notify program attendees at the beginning of any programs where participants may be photographed for library publicity.

#### II. Permission and Objections

It is the intent of the Lincolnwood Public Library to honor individuals' wishes to not be photographed or to not have photographs of them displayed or published in public places, such as library displays or on the Internet. Objections to having photographs taken or published will be noted and every reasonable effort will be made to ensure photos where the subject is easily identifiable are not posted in public spaces. "Model release forms" are not necessary, except for commercial applications, and will not be used.