



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Library Space

Photography Policy

Policy No. 5B

The Hodgkins Public Library District staff may take individual or group photographs of patrons attending or taking part in Library programs and activities for the purpose of inclusion of photographs in Library publications. Publications include the newsletter, brochures, other printed materials, and the website. Attendees and/or patrons consent to having their photograph taken and used for the above stated purposes.

Library patrons may not take photographs or videos of other patrons or staff without the permission of the person(s) being photographed.

1. Rules

If a Library patrons does not wish himself/herself or his/her child to be photographed, the patrons must notify the Library staff to that effect.

The Library will not identify by name, individuals in photographs used on the Library website or in Library publications unless granted permission to do so by the patrons.

When the Library plans to identify patron(s) by name in a photograph the patron(s) will be asked to sign a consent form prior to such publication. For example: library award winners, prize winners, donors, etc.

Approved: 08/19/2014