

## Photo Release Policy

All photographers taking photographs on Library District property or of Library events must obtain a signed release form from any patron, Board member, volunteer, staff person, or member of the public who is visibly recognizable in the photograph. Crowd scenes that do not include children under the age of 18, where no single person is the dominant feature, are exempt. All photographs of children under the age of 18 require release forms signed by parents or guardians. These rules are in effect when photographs are taken of news events, but photographs taken for news purposes require a release for reuse in marketing materials.

The buildings of the Sherrard Public Library District are public property and anyone can take exterior photos of the buildings and grounds for personal, non-commercial use.

This policy governs photographs intended for use in any Library District publication for marketing or a public relations nature, such as printed or electronic newsletters, brochures, viewbooks, promotional items, online, or other materials.

Releases must also be obtained for photographs used on the internet.

Releases should remain on file as long as the photographs remain in use.

## Sherrard Public Library District Photo Release Form

I grant permission to the Sherrard Public Library District Board of Trustees, on behalf of Sherrard Public Library District and its agents or employees, to use photographs taken of me on the date and at the location listed below for use in library publications, both printed and electronic.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless the Sherrard Public Library District Board of Trustees, on behalf of the Sherrard Public Library District and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or relating to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution. It is the discretion of Sherrard Public Library District to decide whether to use the image.

I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Event and Location of Photo: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of Guardian (if under 18 years of age) \_\_\_\_\_