

PHOTOGRAPHY GUIDELINES

Revised 2022

The Belvedere Tiburon Library uses images of people in the building and at our programs and events in print and digital form, including on our social media. These images become the property of the Library and may be edited or altered as needed.

We do not require permission to use images of groups of people attending our programs and events. However, if you do not wish to be photographed, you may opt out by notifying a Library staff member. There will be signs posted to this effect at our programs and events.

In the following specific cases, the Library will obtain permission before using a particular photograph:

(1) Models: Individuals acting as models for the Library's promotional purposes will be asked to complete a Photography Release Form. This form must be filled out by a parent/legal guardian for individuals under the age of 18.

(2) Close-up photographs: The Library will require a completed Photography Release Form before using any close-up photographs of an individual. This form must be filled out by a parent/legal guardian for individuals under the age of 18.

Photography Release Form

I _____(name) understand that photographs and/or video recordings will be taken of me and that these photographs and/or video recordings may be later modified, retouched, or edited in any way that the Belvedere Tiburon Library may consider necessary. I further understand that the photographs and/or video recordings shall be deemed the property of the Library and shall be used by the Library in publications, news releases, online (including social media), advertising, and for public relations, educational or other purposes as determined by the Library to be related to the Library's mission.

This is to certify that I, hereby grant my permission for Belvedere Tiburon Library staff or agents to take still photographs and/or video recordings of me for use in the Library's promotions.

Subject Name(s):

Print/ Signature/ Date

Address:

Street, City, State, Zip

Phone:

(Home)

(Work)

(Mobile)

Email Address (optional) _____

Is the subject under the age of 18? ___ Yes ___ No

If yes:

Printed Name of Parent/Guardian

Signature of Parent/Guardian

PHOTOGRAPHY FOR LIBRARY PROGRAMS AND EVENTS

The Library uses images of people in the building and at our programs and events to promote the Library in print and digital form, including on our website and through social media. These images become the property of the Library and may be edited or altered as needed.

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