



Greenwood Public Library
Photo Policy and Opt Out Form

Photographs and video are taken at most Library events. We use photos and videos to enhance the quality of our website, social media, newsletters, and occasionally print materials. The Greenwood Public Library reserves the right to take photographs of library facilities, events, staff, patrons, and performers in any areas of the Library, or Library grounds, where subjects would not have an expectation of privacy.

The Greenwood Public Library uses photographs and video for general publicity in publications, on its website, on social media, in public relations, promotions, advertising, etc. Your presence and/or participation in or around Library events, grounds, facilities, or sponsored events, constitutes your consent to capture and/or use your image or likeness without remuneration. The Library will never post images with identifying information, such as participant's name, without direct consent.

Patron, performers, staff, or guests who may wish to not be photographed or have their image used for library-related purposes can opt-out by printing, completing, and returning a Photography Opt Out form. Opt out forms are also available at the circulation desk.

Those who do NOT want to be photographed and have completed a Photo Opt Out form are responsible for notifying the camera operator of their opt out status, and/or removing themselves from any event where photography/videography are in use. Failure to do so may result in the participant's inclusion in a photograph or recording and will be treated as a release, allowing the Library to utilize that photograph or recording accordingly.



Photo Release Opt Out Form

Name (Print): _____ Date: _____

Name of Minor Child (Print): _____

I do not authorize the Greenwood Public Library, its employees or volunteers, to photograph or record images or other likenesses of myself/my child(ren) on videotape, audio, digital stills, or any other medium. I do not authorize the Greenwood Public Library to use, reproduce, modify, distribute, or publicly exhibit such recordings/photographs, in whole or in part, for any purpose.

I understand it is my responsibility to remove myself/my child(ren) from areas being videotaped or photographed and to notify the photographer of my opt out status.

Signature (parent/guardian if minor child) Date: _____

For Office Use Only:

Form received by: _____