

COUNTY OF VENTURA		POLICY AND PROCEDURE MANUAL		VENTURA COUNTY LIBRARY
Originating Agency: Policy of:	Library Services (VCLS) VCLS - Branches	Last Issued 8/1/2023	Revised	Photo Release Policy
Procedure: Policy of:	Library Services (VCLS) VCLS - Branches	N/A	N/A	
Forms (if any):	Photo Release English Photo Release Spanish	N/A	N/A	
Policy Change Requires:		<input checked="" type="checkbox"/> Director consultation with Deputy Director <input checked="" type="checkbox"/> Review with Fiscal Manager		
Procedure/Forms Change Requires:		<input type="checkbox"/>		

## POLICY

1. The mission of Ventura County Library Services (the “Library”) is to provide superior public service and support so that all residents have the opportunity to improve their quality of life while enjoying the benefits of a safe, healthy, and vibrant community. In support of documenting and sharing this superior public service it is the Library’s policy that Library employees maintain a set of standards and procedures that document library happenings through photo and video documentation. The purpose of this policy is to communicate to all employees the preferred process for taking photos and videos of Library events and ensure a respectful balance with customer privacy.
2. Photo Release Notices informing the public that photo or video content will recorded may be posted in the Branch in English and Spanish.
3. Photo Release forms will be issued prior to library events where photo images will be recorded.
4. For any customer: prior to any image being uploaded to any VCLS online platform, these forms must be completely and accurately filled out, signed by all individuals identifiable in the photo/video and a copy saved on file through the Library intranet.
5. If for any reason a member of the public does not want to appear in photos or videos, they are to advise Library staff prior to the event.
6. Photographers shall approach patrons and speakers prior to the event to secure permission to take photos/videos of them or their materials.
7. Photographers shall try their best to remain unobtrusive and not disrupt any presentation.
8. Anyone in a photo may request the photo be removed from use at any time and the Library shall comply upon request.

## PROCEDURE

1. Library Branch Managers may have photo notices publicly posted near the entrances at all libraries throughout the Ventura County Library System in English and Spanish as an extra layer of notification.
2. When preparing to shoot photo or video, staff should ensure photo releases are on hand and distributed as needed.
3. Before taking photos, staff will publicly announce that they “will be taking photos to share internally and online, anyone who would not like to be in the photos, please inform Library

staff.”

4. For all individuals, a release waiver must be filled out and signed to use the photo or video. A parent of guardian must sign for a minor.
5. Once on file, Library staff does not need to secure another release from an individual for additional photos.
6. Photo releases are to be scanned and uploaded to the Library Intranet or sent into Library administration for scanning and uploading within 5-10 business days after being taken.
  - a. The upload path is: File Cabinet > Meetings & Minutes > Web Team > Photo Releases > Signed Photo Releases
  - b. The naming protocol is: LastName\_FirstName\_Year-Month-Day\_ThreeDigitBranchAbbreviation\_LastNameOfPersonUploading
    - i. For example: Adams\_Jude\_2014-03-01\_OKP\_Klein
7. By emailing another staff member media items, the sender is implying that they have read this policy and ensured the entire procedure was fully followed.