



Photography Policy and Photo Release Form

The Groton Free Public Library uses photographs of patrons in its publications, display spaces, and web site to promote the value, and use of library products and services. Taking photographs of patrons is encouraged and puts the Library at no legal liability. The following guidelines however, should be followed. For the purpose of this policy, “photos” or “photographs” applies to any image of a patron, whether moving or still.

Photographing Groups of Adults/Children Using the Library

No permission is needed to take photos of crowds using the Library or attendees of programs.

Photographing Adults

If photographing one adult or a small group (3 or less), ask first if they mind having their picture taken. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the adult know that the photo may be used in future Library publications, on the Library website or in the local newspapers.

Photographing Children Under Age 16

If photographing one child or an identifiable group of children, get verbal consent prior to taking the photo. Written parental consent is required if the photo is to be used in Library display space, Library publications, on the Library website or in the local newspapers, and written consent is required before a child’s name can be identified.

Photo notification and opt out options:

We will include the following information in library program promotion and on the website:

“SMILE! Your attendance at programs sponsored by the Groton Free Public Library may be digitally recorded through photographs or video recordings. These images may be posted on our website, in our newsletter, by local newspapers or ultimately on the Internet. If you do not wish your image to be published, please notify a member of the Library staff before or immediately after the program. No individual identification will be used unless the library has a signed parental consent photo release form for those under age 16.

If you have been requested to fill out a photo release form, please fill it out and return it to the library.”

Adapted from the Stowe Public Library, Stowe, Vermont.

Modified by the Groton Free Public Library, January 2023.



Photo Release Form

I hereby give permission for photos taken of my child/children at the Groton Free Public Library, or activity sponsored by the Groton Free Public Library, to be used by the Library in its publications, press releases, display spaces, and web site to document and promote the value and use of library products and services.

Name: _____
Address: _____
Phone: _____
Date: _____

Signature of Parent or Guardian:

Name(s) of Child Under 16:

Please check one option below:

_____ May be identified by full name
_____ Please identify by first name only
_____ Please do not identify by name