



Photo and Media Use Policy

Purpose

The Custer County Library documents programs, events, and services through photographs and media to promote literacy, learning, and community engagement. This policy guides the ethical, safe, and respectful use of images, particularly when minors are involved.

General Programs and Events

The library may take photographs during public programs and events for promotional use.

A visible notice will be posted in program areas informing attendees that photography may occur and that individuals may request not to be photographed.

Patrons who prefer not to appear in photos may notify staff at any time. Staff will make reasonable efforts to honor opt-out requests.

Members of the public and news media may independently photograph or record library programs and events. The library is not responsible for the use or publication of those images or recordings.

Children's Programs

For programs designed for children:

- A sign-in sheet will allow parents or guardians to indicate whether their child may be photographed.
- Children marked "no" will not be photographed intentionally or included in shared images.

Featured Photos of Minors

For individual or highlight posts, such as 1,000 Books Before Kindergarten:

- Staff will obtain verbal permission from a parent or guardian before taking or posting the photo
- Minors will not be identified by full name unless written permission is provided

Privacy and Safety

The library will not take or use photos in situations where patrons have a reasonable expectation of privacy, including at public computers, during one-on-one services, or when sensitive matters are involved.

Photos will be used only to promote library programs, services, and activities and will not be sold or distributed for unrelated purposes.

Use of Images

Photos may appear on:

- Social media
- Website
- Newsletters
- Printed materials
- Library displays

Images will not be altered in misleading ways or used out of context.

Requests for Removal

The library will honor any request from an adult participant or a parent/guardian to remove an image of themselves or their child from library-controlled media.