

It is the policy of the Board of Directors (“the Board”) of the Warren Library Association (“the Library”) to permit filming and photography within the Warren Public Library (“the Library”) only under the conditions described herein. All filming and photography must be conducted in a manner that does not interfere with Library operations, programs, or activities, and must remain consistent with the Library’s Bylaws.

1. Library-Sponsored Events

The Board authorizes photography and video recording at classes, programs, and events sponsored by the Warren Public Library under the following conditions:

- Library staff, or individuals acting on behalf of the Library, may photograph or record Library-sponsored events.
- Attendance at a Library-sponsored event constitutes consent by all attendees—and by parents or legal guardians of any minors in attendance—to the Library’s future broadcast, publication, or other use of event photographs or recordings at the sole discretion of the Warren Library Association.
- The Library may use such images in print or digital publications, on its website, or in other promotional or informational materials.
- Any attendee who does not wish to be photographed may request a sticker from the Library staff running the event. This sticker will identify the individual as someone who should not be photographed.

2. Casual Amateur Photography

Casual, noncommercial photography, filming, and videotaping by Library visitors is permitted in public areas of the Library, provided that:

- Such activity does not disrupt Library operations or interfere with patrons’ use of the facility.
- No identifiable images of Library users or staff are captured without their express permission (or the permission of a parent/guardian in the case of minors).
- Individuals taking photographs or recordings are solely responsible for obtaining any necessary permissions or releases from those they capture.
- Except as permitted in Section 1, no person may photograph or film a Library user or staff member without that individual’s consent.

3. Commercial and Media Photography

Commercial photography, media photography, and professional filming are prohibited within the Library unless prior approval is obtained from a member of the Warren Public Library Administration.

Such approval will:

- Specify the conditions under which filming or photography may occur.
- Address ownership and usage rights for any resulting images or recordings.

4. Library Use of Images

The Library may use photographs and videos taken at public programs and events in Library publications, on its website, and in other communication materials. To protect individual privacy:

- The Library will not identify individuals, including minors, by full name or other personally identifying information without written consent from the individual or their parent/legal guardian.

5. Revocation of Permission

Any permission granted under this policy may be revoked at any time if an individual fails to comply with the terms of this policy or with any other rules and regulations of the Library.

Approved by Warren Library Association Board of Directors on March 16, 2026