

Photography Policy

The Chattanooga Public Library (CPL) stands on its mission of being the catalyst in lifelong learning. The photograph policy described below will assist in CPL's mission and will not interfere with the library's services and programs. The photography policy explains CPL's guidelines for photography taken in the library's premises, for the library at public events, employees, patrons, media, and outside parties.

"Photograph" and "photography" will include any methods of photography, filming, videotaping, and audio taken through their means of equipment.

Photography Policy Statement of Purpose and Premises

The Chattanooga Public Library Premises Include:

Downtown Library (1001 Broad Street)
Eastgate Library (5705 Marlin Road)
Northgate Library (278 Northgate Mall Dr.)
South Chattanooga Library (925 West 39th Street)

CPL will use photographs taken by staff for promotional purposes. The photographs will be posted/used, but are not limited to, the CPL website, emails, social media outlets, and print. CPL staff is not allowed to take or post photographs not intended for promotional purposes.

When photographing one child, or a small group of children (3 or less), library staff will receive verbal consent from guardians prior to taking the photo. Guardian will be notified of the channels the photograph may be used for and will relay where the policy is located. (Staff or www.chattlibrary.org). Written consent forms must be obtained when an adult or child's name is to be published.

CPL's policy will be available on their website and will be available at request through any branch and department. The following signs will be posted throughout the library at visible areas:

Photography Policy

Welcome to the Chattanooga Public Library. Please be aware library staff may take photographs which may be used internally and externally for library promotional purposes. Please notify staff if you do not want you or your children photographed. For more information on our policy, please visit our website www.chattlibrary.org or ask one of our employees. Thank you.

CPL Photos Offsite and Outside Premises

CPL may take photographs at public events where they are a sponsor or a participant. When photographing one child, or small groups of children (3 or less) verbal consent will be obtained from guardians prior to taking photos. Verbal consent will be obtained if adult or child's name is to be published.

Patron Photography on Premises

Patrons and visitors of CPL are permitted to take photographs of their individual self and/or work while on premises. Permission from Public Relations (423-643-7711) will need to be obtained if photographs taken include other patron/visitors, staff, and are to be used for promotional purposes not aligned with CPL.

Chattanooga Public Library
10.02.2018

Organizations Photography on Premises

Outside parties are included, but not limited to, organizations that are hosting events at CPL, organizations that are part of library curriculum, and organizations that are utilizing CPL equipment for the purpose of promoting their organizations will adhere to the following policy.

Organizations hosting events at CPL should adhere to their organizational photograph policy and are restricted to the space reserved for their event. Organizations taking part of the library's curriculum and/or using library equipment on premise must adhere to CPL's premises policy. Location on published photographs should always reference CPL.

Media

News media photographers and reporters who are doing stories or projects directly involving CPL must obtain advance authorization from Public Relations (423-643-7711). Advance authorization will not be needed for research photography from the Local History Department.

Organizations hosting events at CPL's event rooms may arrange for news media photographers and reporters, but are restricted to the space reserved by the organization.

Approved by Chattanooga Public Library Board of Directors January 16, 2019



PHOTO RELEASE FORM

I hereby grant permission to the Chattanooga Public Library to use photographs and/or video of me taken and print my name in publications, news releases, online, and in other communications related to the mission of the Chattanooga Public Library.

Name _____

Child's Name _____

Address _____

Phone _____

Email Address _____

Signature of Adult, or Guardian of Children Under age 18