



## Corbit-Calloway Memorial Library Photo Policy and Opt Out Form

Photographs and video are taken at most CCML events. We use photos and videos to enhance the quality of our website, social media, newsletters, and occasionally print materials. The Corbit-Calloway Memorial Library reserves the right to take photographs of library facilities, events, staff, patrons, and performers in any areas of the Library, or Library grounds, where subjects would not have an expectation of privacy.

CCML uses photographs and video for general publicity in publications, on its website, on social media, in public relations, promotions, advertising, etc. Your presence and/or participation in or around Library events, grounds, facilities, or sponsored events, constitutes your consent to capture and/or use your image or likeness without remuneration. The Library will never post images with identifying information, such as participant's name, without direct consent.

Patron, performers, staff, or guests who may wish to not be photographed or have their image used for library-related purposes can opt-out by printing, completing, and returning a Photography Opt Out form. Opt out forms are also available at the circulation desk.

Those who do NOT want to be photographed and have completed a Photo Opt Out form are responsible for notifying the camera operator of their opt out status, and/or removing themselves from any event where photography/videography are in use. Failure to do so may result in the participant's inclusion in a photograph or recording and will be treated as a release, allowing the Library to utilize that photograph or recording accordingly.