

## PRESS AND MEDIA POLICY

The Library Director and President of the Board of Trustees will act as spokespersons for the library. Media requests for interviews or photographs must be approved in advance by one of the above.

The President, or his/her designee, will speak on behalf of the library when significant issues are raised.

Although the library is a public place, the public has the expectation of a certain degree of anonymity and privacy. Therefore:

- Individuals with small portable or wearable media devices must respect the privacy of groups and individuals using the library. Posting (live shots/streaming or stills) photographs or video of identifiable individuals or groups is prohibited without explicit permission of all individuals.
- Representatives of the media and all photographers and videographers must seek permission from the Library Director or designee before interviewing/photographing employees or taking photos or filming in the library. In addition, photographers and videographers must gain permission from library users before taking photos or filming them. Unattended children may not have their pictures taken. Official identification must be shown and media/photographers/videographers should bring their photo release forms.
- Library staff should also inform the public if they are taking photographs or recording in another media. Staff photographing individuals or small groups shall ask for permission from the identifiable persons in the photograph or, in case of children, their parent/guardian.

Approved by the Candor Free Library Board of Trustees November 8, 2023