

Policy and Procedure Manual	Section B10.3
Program Participant's Consent Policy	<p>Issued : February 16, 2009 Amended February 20, 2017</p> <p>Approving Authority: Board of Library Trustees</p>

Program Participant's Consent Policy

The Orland Park Public Library issues newsletters, updates its website and produces public affairs materials dealing with library services and programs. The staff of the Library regularly takes photographs or videos of patrons and staff at library sponsored programs, workshops, classes and in other library spaces. Photographs, video recordings, and audio recordings of library program participants produced for these purposes help the library illustrate scope and benefits of library use.

By participating in library programs, workshops, and classes, a participant consents to be photographed and/or filmed and to the use by the Library of the participant's image in photographs, video recordings, and audio recordings in library newsletters, the website, and/or public affair materials. In addition to publication in the Library newsletter and newspapers, these images may be accessible to the public on the Library's web site, as well as on social networking sites.

The Library will not name persons in photographs without their permission or, in the case of participants who are minors, their parent's consent. If a library program participant does not wish himself/herself or his/her child to be photographed, the patron must notify the library staff to that effect.

**Approved by the Board of Library Trustees February 16, 2009;
Amended February 20, 2017**