

Media Documentation Policy

Policy

Library staff may document Alameda County Library's programs, classes, and workshops through photographs, video, and podcasts. Members who participate in the Library's programs, classes, and workshops may be photographed, video-recorded, or audio-recorded. Library staff may use the media documentation of members on the Library's website, social media, blogs, and in all print materials, to market and promote the Library's programs and services.

Guidelines/Procedures:

Prior to taking photographs, video, or audio recordings at a Library event (program, class, workshop), staff will inform members that photographs, video, or audio will be taken to market and promote the Library's programs, and could appear on the Library's social media channels, website, or in its print materials. If members do not want to be photographed, video-recorded, or audio-recorded, staff will respect those requests, and not include those members in any media documentation. This protects the privacy of members and families.

The following media notice will be posted at branch locations and on the website.

Media Notice

You may be photographed or video-recorded during the program, event or class. By being present, you consent to the use of you and your family's images resulting from the photograph/video-recording, and any reproductions or adaptations of the images for promotion by the Alameda County Library and its partners and representatives. This includes but is not limited to all print, audio, digital, video, web, and social media with no limit on time or location. By consenting to the use of you and your family member images, you agree to hold the County harmless for such use.