

## **Media**

In order to provide the most current and consistent information about the Noble County Public Library (Library), all contact and inquiry with media will be handled by the Executive Director (Director) or Marketing Administrator or those authorized by them for a specific purpose. The Library Board of Trustees (Board) President is the spokesperson for the Board. All media, to include photography, streaming, and video or audio recordings, shall not interfere with the primary mission and services of the Library.

### **Individual and Commercial Media:**

Individuals photographing, streaming, or recording on Library property have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, streamed, or recorded. Any media involving a minor (an individual under the age of 18) requires the express permission of the minor's parent or guardian. The Library undertakes no responsibility for obtaining these releases. The Library does not permit commercial photography, streaming, or recording without the express written permission of the Library Director. Community organizations holding scheduled events or meetings on Library property may arrange for their own media of their event. Such media is restricted to the space reserved by the group, and the group is responsible for and necessary releases and permissions.

### **Library Representative Media:**

The Library reserves the right to document through media its services and the public's use of the Library for the purpose of publicity, promotion, and informing the public through print, website, or social media. Authorized representatives of the Library may take photographs, live stream, or record within and on Library property and at Library related events and activities for these purposes. This policy extends to the Friends of the Library. If individuals do not wish the Library to use a photograph or video of them or their child, they should tell a Library staff member prior to the event.

### **Public Social Media Rights and Responsibilities:**

Social media is defined here as websites and applications that enable users to create and share content or to participate in social networking. The Library makes use of these platforms to communicate with and be easily accessible to the public. All official Library social media platforms will be selected, created, and moderated by Library marketing staff or those specifically designated by the Marketing Administrator. The Library reserves the right to remove any content that is deemed, in its sole view, to be inappropriate in nature. This includes content that contains:

- Abusive, harassing, or threatening language
- Illegal content
- Private or personal information (phone numbers/addresses/birthdates/social security information) or requests for personal information
- Unrelated commercial, advertising, political, or religious messages, including spam
- Solicitation of funds not related to Library fundraising

The Library also reserves the right to block users who post such content. The Library is not responsible for, nor does it endorse, the content of its followers.