

## **SOLICITATION, SALES, POLLING OR PHOTOGRAPHY IN THE LIBRARY**

Selling, soliciting, surveying, or polling patrons or library staff is prohibited on library premises by for profit or not-for-profit groups or individuals, except for fund-raising activities sponsored by the library or the Friends of the Library.

Reporters or those wishing to contact staff or patrons to take photographs, ask questions, or conduct interviews shall first seek permission from the Library Manager, who may choose to refer the request to the Cherokee Regional Library administrative office. Patrons are usually involved in personal reading or study pursuits and their privacy should be respected. These activities may be allowed if they will not interfere with library operation or patron use. Out of courtesy, patrons will be approached first by library staff members in order to gain consent to be approached by non-library persons for these activities.

Photography (including still and moving photography) by patrons, visitors, or commercial photographers in any of the libraries in the Cherokee Regional Library System may be undertaken with the permission of the Library Manager or the Director. Permission may be denied if locked-off areas have to be opened, if normal library services would be impaired or disrupted, if patron privacy may be violated, or if the unreasonable arrangement of books or furniture is required.

The photographer may apply at the circulation desk for permission, completing the form appropriately. If approved, the permission is effective during library hours only, unless special arrangements are made at least seven days ahead of the date photographs are to be taken. The regular fee for use of library meeting space (see Meeting Room Policy) will be charged for opening the library for photographs after hours.

If photographs are intended for publication in any format, written permission must be obtained from any people included in the photographs, other than those employed by the photographer. Permission of a parent or guardian must be obtained for children under the age of 18.

Photographs may be taken by employees of the local newspapers for publication in that newspaper and/or at the invitation of the library manager, as long as the privacy of patrons is respected and the normal operation of the library is not disrupted.

REQUEST FOR PERMISSION  
TO TAKE PHOTOGRAPHS IN THE \_\_\_\_\_ LIBRARY

Permission is requested to take photographs in the \_\_\_\_\_  
(name of library)

Public Library on \_\_\_\_\_ at \_\_\_\_\_.  
(date) (time)

Photographs are intended for use (check all that apply)

- for personal use only
- for publication in any format
- for sale
- for advertising purposes
- for publicity for this library or the Cherokee Regional Library

I understand that photographs may be taken only during library hours at the times requested above. If I take any photographs that include people using the library or working in the library, and those photographs are intended for publication in any format, I will obtain written permission from each individual (including the permission of a parent or guardian for children under the age of 18).

Photographer's Name \_\_\_\_\_  
(please print)

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Telephone (day) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

For library use only:

- Approved       Not approved

By \_\_\_\_\_ Date \_\_\_\_\_