

Requirements for using a Release Form or Photo Release Poster

(For photographs, videos, motion pictures, or audio tapes)

Photographs, videos or motion pictures that show a person's face clearly enough to be recognized, must be accompanied by a release signed by the person or legal guardian unless the photos, etc. are taken in a room or at a public function where the USL Photo Release Posters* are prominently displayed..

Group shots from a distance or heads seen from the side or back do not necessarily require a signature.

1. The Release Form may be used for multiple dates/locations.
2. It is the responsibility of the Library staff to get signatures as required.
3. If a photograph, video, or motion picture shows the face of a child, a parent or legal guardian for the child must sign the Release Form. The child's name must be printed in the "Name" column, and the parent/legal guardian must sign their name in the "Signature" column. This stipulation applies to any person 17 years or younger.
4. If the Photo Release Poster* is prominently displayed in the area of the event being photographed, steps 1-3 become unnecessary.

*Photo Release Posters contain the following information:

"Utah State Library Bookmobile Photo Information

Parents:

Your child's attendance at this event indicates your approval for them to be photographed or videotaped for Utah State Library promotional use.

Photos:

Pictures from this event may be used on the Department of Heritage and Arts/State Library Division web site, Facebook, YouTube, or other social media sites."