TECUMSEH DISTRICT LIBRARY

POLICY

POLICY NUMBER: O – 19

SUBJECT: RECORDING OF LIBRARY PROGRAMS

1. The Tecumseh District Library offers a wide variety of programs to meet the needs of individuals of all ages and interests. These programs include both paid and unpaid performers and speakers. Programs offered by the Library are intended for the enjoyment, entertainment and education of those in attendance.

2. Programs presented by the Library may not be recorded without the permission of the Library Director and the speaker/performer. The recording of the program must be for personal, non-commercial home use. A request for permission to record a program must be submitted at least two weeks prior to the event.

3. The Staff of the Tecumseh District Library may record and/or livestream a Library program, with the permission of the speaker/performer, in order to help reach library patrons whom are not able to attend in person.

4. Any Library program that has been recorded by the Staff may be archived, with the permission of the speaker/performer, for later viewing by Library patrons.

5. Reproduction, derivative work, distribution, or sale of a recorded Library program is strictly prohibited without permission of the speaker/performer AND the express written authorization of the Tecumseh District Library Board.

POLICY APPROVED: _3/17/20_

EFFECTIVE: _3/17/20_

PRESIDENT: _Jane M Porzak_

Approved 03/17/2020

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PERMISSION SLIP FOR LIBRARY STAFF TO LIVESTREAM AND/OR RECORD LIBRARY PROGRAMS

I, _____, Tecumseh District Library Staff member, request permission to record and/or livestream the library program entitled _____. This recording is for ~~my~~ the personal use of Library patrons, and will not be sold or reproduced for commercial use without permission of the speaker/performer and the written authorization of the Tecumseh District Library Board as specified in Policy Number: O-19. This recording may be archived and kept for later viewing by Library patrons.

Signed_____

Date_____

_____   _____
Speaker/Performer   Date

_____   _____
Library Director   Date