

**APPENDIX A
EXAMPLES OF RELEASE FORMS**

POLICY 1017

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Example 1: Single Signature Release Form – Child or Adult

I hereby consent that all images taken of

_____ (please print your name)

in _____ (location) on _____ (date), for

_____ (event),

will be used for the purpose of illustrating, advertising and/or promoting public library service in New Brunswick. The images will be used for the following specific purposes:

Briefly describe the purpose; here are some examples:

- Preparation of press releases and newsletters for New Brunswick Public Library Service (NBPLS); New Brunswick Public Libraries Foundation; and (name of sponsor or partner if appropriate).
- Posting of the event on New Brunswick Public Library Service website; New Brunswick Public Libraries Foundation website and (name of sponsor or partner if appropriate) website.
- Posting of the event on a social media site (e.g., Facebook).
- Release of images to the media (e.g., local newspaper) for the event.
- Inclusion in the library's scrapbook/photo album.

State whether names will or will not be used to identify images. For example:

- *"Individuals, pictured in photographs taken during this event, will be identified by name."*
- *"Individuals, pictured in photographs taken during this event, will not be identified by name."*

Please note: A person whose image appears in a photograph taken during this event may request access to the photograph during the time it is held by NBPLS, and NBPLS will make every reasonable effort to provide access to the requested photograph.

Signature (or Parent/Guardian when person is under 13 years of age)*

Mailing Address

Telephone (home)

Telephone (work)

Email address

* Required information

Last updated: February 2011

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Example 2: Single Signature Release form – Program Registration

I hereby consent that all images taken of

_____ (please print your name)

in _____ (location) ON _____ (date(s)), for

_____ (program),

will be used for the purpose of [*insert specific purpose, e.g., historical record of the programs offered by the library; to promote public library usage.*]. The images will be used in the following manner: [*insert specific use(s), e.g., scrapbook/photo album, library display, community newsletter, New Brunswick Public Library Service (NBPLS) or New Brunswick Public Library Foundation website or social networking site*]. Individuals, pictured in photographs taken during this event, [*will/will not*] be identified by name.

Please note: A person whose image appears in a photograph taken during this event may request access to the photograph during the time it is held by NBPLS, and NBPLS will make every reasonable effort to provide access to the requested photograph.

Signature (or Parent/Guardian when the person is under 13 years of age)*

Mailing Address

Telephone (home)

Telephone (work)

Email address

* Required information

