

**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. 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: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_