

PHOTOGRAPHY, VIDEOTAPING, AND OTHER RECORDING DEVICES POLICY

As a public library, our top priority is providing library services to the community. As far as photography and recording on the Library's premises, generally, the exterior of public buildings are subject to similar rules associated with a sidewalk or a public park, meaning that there are few restrictions that can be placed on a photographer when they wish to take photos or video in open, public areas of a facility. That being said, photography and recording with library buildings is treated differently, and the Library has the right to impose certain restrictions.

INDIVIDUAL PHOTOGRAPHY/VIDEORECORDING

Patrons and visitors are permitted to take photographs and record video or audio for non-commercial, personal use with a handheld camera or device. The recording or photography must not interfere with use of the Library by other patrons or visitors, compromise public safety, or compromise security. As such, flash photography or any lighted recording is not permitted, and photography and recording is generally not permitted in reading areas within the Library.

The use of ancillary equipment – such as tripods, cables or lighting – is not permitted because of safety, liability and other issues, unless previously authorized by the Library Director in writing.

Furthermore, persons photographing or recording on Library premises have the responsibility for obtaining the necessary written releases and permissions from persons who are to be photographed or recorded prior to taking photographs and recording. Taking photographs or recording of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The Library undertakes no responsibility for obtaining these releases.

In all instances, the Library reserves the right to cease photography and recording if it results in the disruption of the Library environment or if the person(s) photographing or recording has not complied with the Library's policies. The Library reserves the right to deny requests or revoke permission for photography or recording.

COMMERCIAL PHOTOGRAPHY/VIDEOTAPING

The Library does not permit commercial photography or filming. Any exception requires the express written permission from the Library Director.

Community organizations holding scheduled events or meetings in the library study or meeting rooms may arrange for their own photography or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING

We often take pictures or shoot videos at Library events to use in Library publicity materials and on our website. The Library reserves the right to document its services and the public's use of the Library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the Library and at Library-related events and activities for the Library's purposes. These photographs and video may be copied, displayed,

published (including on any Library web presence or social media), and telecast for such purposes as promotion, publicity, and news to inform the public about the Library. All such photography/videotaping will be in accordance with Library procedures.

If individuals do not wish us to use a picture or video of them or their child, they should tell a Library staff member prior to the event.

This policy extends to photographs and filming by Library staff at public events in the community.

Approved August 8th, 2016