



## **PHOTOGRAPHY AND VIDEOGRAPHY**

To protect the privacy of library patrons and staff members, the library has adopted the following rules regarding the taking of photographs and/or videos inside and outside the library building and at library-sponsored events.

Library users may take photos or videos of the library exterior or in public areas of the library building for personal, noncommercial use, provided that other library users are not captured in any such photographs, films, or recordings without their permission. Anyone filming, photographing, and/or recording on library premises has sole responsibility for gaining all necessary releases and permissions from other individuals who are filmed, photographed, or recorded.

Those taking photos or videos shall not:

- Photograph, film or record library events and programs without the express permission of the organization or individual holding the event
- Take photos or videos of or in areas reserved for staff use only
- Take photos or videos in designated restricted areas, such as restrooms or in children's programs
- Use additional equipment such as tripods, lights, or other specialized equipment without prior permission from the Library Director or their designee
- Compromise a patron or staff member's right to privacy; harass, intimidate, or threaten a patron or staff member
- Block library aisles, walkways, stairwells, doors, or exits

### **Photography and Videography of Library Materials**

The library permits the taking of photographs and videos of its publicly-available collections. Patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials. Filming and photography are permitted in the Thomas R. Bayles Local History Room only at the discretion of the Library Director or their designee.

### **Library Staff Photography and Videography**

Library staff may take photos, videos, and audio recordings at the library and during library events (including off-site events) to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on

any library website or social media site). Any individual that does not wish the library to use a photo or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

**Compliance**

Anyone violating this policy may be asked to leave the library premises.

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