

PHOTOGRAPHY, VIDEOTAPING, AND OTHER RECORDING DEVICES POLICY

INDIVIDUAL PHOTOGRAPHY/VIDEOTAPING

Persons photographing, videotaping, or recording on library premises have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping 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.

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 library purposes. These photographs and video may be copied, displayed, published (including on any library web presence), 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 Friends of the Library events and at library booths and programs at public events in the community.

Photography, videotaping, or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security.

12/09; revised 8/11; reviewed 8/15