



Policy on Photography

Adopted August 2014 Reviewed December 2018

The use of the word *photography* within the confines of this policy is intended to represent both still photography and video recording.

Amateur Photography

Amateur photography is permitted in the public areas of the Library building, provided it does not disrupt operations or the enjoyment of the library by other patrons. However, no patrons may be photographed by amateur photographers without their permission. It is the responsibility of amateur photographers to arrange any necessary permissions and releases.

Professional & Media Photography

No professional or media photography is permitted on the premises without prior approval from the Library Director or designee. Such approval will include the conditions under which such photography will take place, and will address the rights to ownership of the product.

Photography by the Library

The Library may utilize photography of public events and programs or normal operations for purposes of promotion and/or historical record. Resulting images may appear in both print and electronic Library publications, including social media. To ensure the privacy of all individuals, images will not be identified using full names or other personal information in library publications without written approval from the photographed subject, parent or legal guardian. Such written approval will be kept on file by the Library Director.

When the Library plans photography at its events or programs, staff shall make a verbal or written announcement of the plans for photography and invite participants not wishing to be photographed to notify staff. Parents or guardians accompanying their children shall notify staff if they do not wish their children to be photographed. Images may be used by the library without a signed release.

Surveillance by the Library

The Library utilizes video surveillance for the protection of staff, patrons, and the library's assets. Video surveillance recordings may be provided to law enforcement in the course of investigations.