

# Photography and Videography Policy

As a public building, photography and videography under the conditions described herein are permitted to the extent that they do not interfere with the operations, programs and activities of the library. In all instances, the privacy of patrons' choice of reading and viewing materials will be respected.

The Board hereby authorizes photography and videography in library facilities as follows:

- Casual amateur photography and videography is permitted in lobby, study and program areas of library facilities for patrons and visitors wanting a remembrance of their visit. Any such photographers and videographers are responsible for obtaining all necessary releases and permissions from persons who are photographed or captured on video/audio. Under no circumstances may anyone take a photograph, video recording, or audio recording of another library patron without the consent of the patron or (if a minor) their parent/guardian.
- No commercial photography or videography may occur in library facilities without the prior written permission and approval of the director, or designee. Such approval shall contain the conditions under which the commercial photography or videography will take place and address the rights to ownership of the photos/videos
- As necessary for the positive promotion of the library in its community and to supporters, the library may use photographic or video images of its patrons in publications, productions, presentations/displays and Web content

Library staff will make every effort to inform attendees at the beginning of relevant events of the intention to document the event through the use of photography or videography. Program attendees who prefer to opt out of participating in photographic or video images at library events shall make their preferences known to Library staff. Any consent granted pursuant to this policy to permit photography or videography may be revoked at any time upon failure to comply with terms of the policy or other rules and regulations of the library.

***As approved by the Board of Library Trustees the 3rd day of April, 2023.***