

Photography and Filming Policy

1. Photography and Filming -- Other than Library Staff, Employees, Board Members or Agents.

- i. Casual Photography: The Library will not regulate visitors and patrons who engage in casual filming and photography while present in public areas of the Library building and grounds, subject to the provisions of this policy.

For purposes of the photography policy, “public areas” are defined as areas available to the public where individuals do not have a reasonable expectation of privacy from being viewed by other patrons. These areas can include, but may not be limited to, lobbies, vestibules, or meeting rooms. Areas in the library where there is a reasonable expectation of privacy for individuals include restrooms, private offices, staff areas not in view of the public, study rooms, stacks, exhibition areas, or other areas and/or event areas where photography is prohibited by signage. For all other areas, other than “public areas,” the person must obtain permission from the Library Director or designee to photograph or video.

Only handheld cameras may be used. Because of safety, liability and other concerns, the use of additional equipment, such as tripods or lighting, is not permitted.

- ii. Commercial Photography: The Library permits commercial photography on or in its buildings and grounds if a written request is submitted and approved by the Library’s Director or designee. Commercial use includes taking portraits, filming, movie-making, and similar activities for profit.
- iii. Liability: Persons involved in taking photographs or videos of any kind are solely liable for any damages, lawsuits, or other claims that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library has no responsibility to obtain these releases or permissions. Persons involved in taking photographs and videos are also solely responsible for any copyright, intellectual property, criminal, or other violations of law.
- iv. No Endorsement: The Library does not endorse any content of photographs or videos taken in the Library or on Library property.
- v. Violations: Library staff members shall enforce any violations of Library policy, including the Rules of Conduct. Library staff members will

intervene if filming or photography appears to potentially compromise public safety or security. This policy does not give photographers the right to violate Library policy, including the harassment provisions contained more fully in the Rules of Conduct.

2. Photography and Filming – By Library Staff, Employees, Board Members or Agents
 - i. Photography and filming by Library staff may be used for promotional materials or social media posts by the Library.
 - I. By attending Library sponsored events, patrons and visitors consent to photography and filming, waive all rights to royalties, and help the Library share its valuable offerings with the community. If a patron or visitor does not wish to be photographed or filmed or they do not want their child(ren) to be photographed or filmed, they must alert a staff member at the event.
 - II. Names of those photographed or filmed will not be used in promotional materials or on social media without written permission of the patrons or visitors or their parents or legal guardians.
 - III. Photos and images submitted to the Library by patrons and visitors may also be used for promotional materials and social media.