

PHOTOGRAPHY & VIDEO RECORDING POLICY

Revised 7.21.2022, 3.21.24

Personal Photography and Videography:

- Permission is granted for personal, non-commercial use in designated public areas of the library building.
- Restrictions apply in areas such as restrooms, child care zones, during specific programs featuring copyrighted material, and within staff-only spaces.
- Responsible use is mandatory. This includes respecting individual privacy, refraining from disruptive behavior, and avoiding obstruction of aisles, walkways, and exits.
- Advanced notice of at least 24 hours is required for utilizing tripods, lighting equipment, or other specialized tools.

Exterior Photography and Videography:

- Permission is granted to capture images and footage outside the library building and on its grounds.
- Respectful conduct is essential, ensuring unobstructed access for patrons and staff to and from the library premises.

Commercial Photography and Videography:

- Prior approval is mandatory for using the library facilities for commercial filming or photography. Applications must be submitted at least one week in advance.
- Approval is contingent on projects aligning with the library's mission and adhering to the established policy guidelines.

Library Documentation:

- The library reserves the right to capture photographs, videos, and audio recordings within its facilities and during events for promotional purposes and use on its website and social media platforms.
- Opting out: Individuals who wish to refrain from being included in such documentation can inform library staff prior to or during the recording process.

Liability:

- Individuals filming or photographing bear sole responsibility for any injuries or property damage arising from their activities on library grounds.
- Permission acquisition rests solely with the individual, including obtaining necessary releases for identifiable individuals featured in captured media or for copyrighted materials used. The library will not facilitate this process.
- Policy enforcement: The library reserves the right to intervene and request individuals or groups to cease photography or videography if they violate this policy.